

National Retention Policy for Local Authority Records 2021 - Enterprise & Economic Development - approved by LGMA for use by LGMA on 17th of November 2021

Enterprise & Economic Development			
Functional Heading:			
Sub-Functions	Activities	Retention Recommendation	Comments
Local Enterprise Office	Entrepreneurship Support Services - Measure 1 funding (e.g.) Feasibility study grants for new businesses Priming grants for businesses up to 18 months old Business expansion grants for businesses over 18 months old Technical assistance for micro exporters (TAME) - all businesses investigating new overseas markets Agile Innovation Fund - for small business employing up to 50 people IP Start - Intellectual Property Grant for Micro Enterprise Green for Micro Grant for Microenterprise to implement "Green" recommendations	Retain for duration of interaction with company for which the LEO is providing support plus a further 7 years. Then take a high level extraction of the amounts of grants awarded and the types and range of companies supported. The destroy records of individual companies supported.	Section 44 of the Local Govt Reform Act, 2014 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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	Entrepreneurship Support Services - Measure 2 funding (e.g.) Owner-Manager Business Training/ Development Programmes Mentoring Schools Enterprise Programmes Ireland's Best Young Entrepreneur Programme Lean for Micro Project Export Enterprise Development Female entrepreneurship Senior entrepreneurship Development of clusters Enterprise Awards Enterprise promotional activities Any other areas that arise that will assist in development local small and micro enterprises Green for Micro Project	Retain for duration of interaction with company for which the LEO is providing support plus a further 7 years. Then take a high level extraction of the amounts of grants awarded and the types and range of companies supported. The destroy records of individual companies supported.	Section 44 of the Local Govt Reform Act, 2014 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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	<p>Business Information & Advisory Services (e.g.) General business advice and information provision: Business Planning, Financial Advice, Management and Accounting, How to Guides etc. Advice and information on rates, planning, licensing etc. including cost reductions e.g. water conservation and waste minimisation Information and access to other government services such as: Advice and information for local businesses on accessing public procurement processes Advice on energy efficiency, sustainable development and alternative renewable energy sources</p>	<p>Brochures/Flyers/Leaflets on all areas are kept for duration of life of information, i.e. flyers kept until event is over, training brochures kept until all courses have been run (generally annually). One master copy of any brochure/flyer/leaflet produced by LEO is kept for audit purposes. Offer general promotional documents to archivist as they have archival value. For individual client files retain these records until LEO is no longer providing services to individual clients + 7 years then offer to archivist. The files should be anonymised to the greatest extent possible before being archived. If no archivist please see comment**</p>	<p>Section 44 of the Local Govt Reform Act, 2014</p>

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	Enterprise Support Services <ul style="list-style-type: none"> •Provide financial support for start-up and business development. •Provide training supports e.g. Start Your Own Business Programmes, Management development support etc. •Access to commercial/enterprise space •Mentoring •Marketing •Access to dedicated business networks •Product and Service development •Development of web-enabled services with a focus on trading online •Maximising the impact of Community Enterprise Centres in local areas •Access to Microfinance Ireland Loan Fund •Progression pathway for high potential start-ups and high growth companies to Enterprise Ireland including access to Business Angels, New Frontiers Programme etc. •Access to promotional space •Provision/Approval and payment of Trading Online Voucher to microenterprise trading over 6 months 	<p>In terms of ERDF, Article 90 of the Regulation 1083/2006 requires that all supporting documentation regarding expenditures and audits of the operational programme are kept available for the Commission and Court of Auditors for : 3 yrs following the closure of the programme/ 3 yrs following the year in which the partial closure took place, in accordance with the conditions set out in Article 88. A programme is not closed until the last payment is made by the Commission. Therefore the minimum indicative date to which all documentation must be retained is : Operational Programme 2007 to 2013 - retain to 2022; Operational Programme 2014 to 2020 - retain to 2027.</p> <p>All documentation with regard to applications for Trading On-line Vouchers approved must be kept for 7 years.</p>	

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	<p>Local Enterprise Development Services Development & implementation of local enterprise plan</p> <ul style="list-style-type: none"> •Input into County Development Plan •Development of partnerships with relevant agencies e.g. North/South development •Promotion and marketing of local areas as location for investment in conjunction with the appropriate national body e.g. IDA •Identifying & developing projects & programmes including leveraging resources to implement these programmes and those funded from non-core resources •Acting as an enhanced resource for Government to undertake one-off initiatives •Assisting in development of County/City Economic Strategies as proposed in the Local Government Reform Programme •Direct engagement by Local Authority with businesses in difficulty in order to develop payment plans e.g. commercial rates 	<p>Retain local plans and policies until superseded. Then offer to archivist. If no archivist please see comment**</p>	<p>Section 44 of the Local Govt Reform Act, 2014 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.</p>

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	Local Enterprise development projects,	Retain records of development projects until project has been completed plus a further 7 years then offer to archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	<p>Local Enterprise Development of Infrastructure</p> <p>Development of appropriate enterprise infrastructure at county/city level</p> <p>Management of local authority enterprise infrastructure or assets e.g. enterprise parks</p>	<p>Retain for the duration of the lifetime for which the development infrastructure asset is owned by the LA + a further 7 years. Then offer to the archivist. If no archivist please see comment**</p> <p>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 (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. For EU structural funds NB: as per Article 15(2) of EU Reg No 480/2014 The retention period for EU audit purposes is 30 yrs. EU retains the right to audit within that period. If audited a letter issued by the EU Court of auditors signifies the end of the audit process.</p>	<p>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.</p> <p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.</p>

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	Brexit supports to local businesses including preparedness and mentoring	Retain for duration of interaction with company for which the LEO is providing support plus a further 7 years. Then take a high level extraction of the amounts of grants awarded and the types and range of companies supported. The destroy records of individual companies supported.	
	Evaluation and Approvals Committee All projects submitted locally where financial support from the LEO is being sought will be evaluated by the Evaluation and Approvals Committee and all projects under €50,000 may be approved by this Committee in line with enterprise policy.	Retain records of work of Evaluation and Approvals Committee until audit requirements have been met including EU audit requirements where EU funding is involved. Then offer to the archivist. If no archivist please see comment**	Circular 08/2015 - National Eligibility Rules for Expenditure co-financed by the ERDF. 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. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	LEO Enterprise Development Plan	Retain current & previous plan for the duration of the current plan and until next plan is adopted. Then offer the oldest remaining plan to the archivist. If no archivist then If no archivist then see comment** Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	Section 44 of the Local Govt Reform Act, 2014 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
	National Reporting to EI & NOAC including LEO Performance Monitoring System,	Retain while reports are still active then for 5 years once superseded. Then offer to Archivist. If no archivist then see comment**	Section 61, Local Govt Reform Act, 2014 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	Interactions with National Centre of Excellence in Enterprise Ireland including recoupments and general correspondence	Retain for duration of SLA between EI and LA/LEO plus 7 years. Exception being where EU funding is involved. In these instances EU audit requirements must be met (see comments) Then offer to the archivist. If no archivist please see comment**	Industrial Development Acts, 1986-2014. Framework SLA between EI and LAs. Code of Practice for the Governance of LAs. Circular 08/2015 - National Eligibility Rules for Expenditure co-financed by the ERDF 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. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	Financial Reporting to EI's Centre of Excellence	Retain for duration of SLA between EI and LA/LEO plus 7 years. Exception being where EU funding is involved. In these instances EU audit requirements must be met (see comments) Then offer to the archivist. If no archivist please see comment**	Industrial Development Acts, 1986-2014. Framework SLA between EI and LAs. Code of Practice for the Governance of LAs. Circular 08/2015 - National Eligibility Rules for Expenditure co-financed by the ERDF ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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Economic Development	Socio-economic strategies	Retain current & previous strategy for the duration of the current plan and until next plan is adopted. Then offer the oldest remaining strategy to the archivist. If no archivist then see comment** Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	Section 44 of the Local Govt Reform Act, 2014 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
	Business Incubation and Co-Working Space Provision inc (i) new builds by LA; and (ii) adaption of existing local premises. Records to include Development of includes correspondence, public consultation, reports, plans, specifications, drawings, maps and memos	For both (i) & (ii) retain records until site/premises is officially opened + works completed+ 2 years, then offer to archivist. If no archivist then see comment**.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	Enterprise Centres and Industrial Parks inc (i) new builds by LA; and (ii) adaption of existing local premises. Records to include Development of includes correspondence, public consultation, reports, plans, specifications, drawings, maps and memos	For both (i) & (ii) retain records until site/premises is officially opened + works completed+ 2 years, then offer to archivist. If no archivist then see comment**.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
	Projects. Records may include SLA's, agreements, etc	Retained for the duration of the project and the SLA/agreement plus a further 7 years. Then offered to the archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	Regional Enterprise Plans	Retain current & previous enterprise plan for the duration of the current plan and until next plan is adopted. Then offer oldest remaining plan to the archivist. If no archivist then If no archivist then see comment**	Section 44 of the Local Govt Reform Act, 2014 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
	Film production & location support services	Retain general promotional materials and records until superseded. Then offer to archivist. If no archivist see comment** Records relating to supports provided to individual production companies to be retained until film production is completed + 7 years. Then offer to the archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.

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	Economic Regeneration - infrastructure projects	Retain records until infrastructure project is officially opened + works completed+ 2 years. Exceptions being where project involves (i) URDF or RRDF funding (see below) or (ii) EU funding in these instances EU audit requirements will apply (see comments section). Then offer to archivist. If no archivist then see comment**.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
	Projects funded using Urban Regeneration Development Funding (URDF) and Rural Regeneration Development Funding (RRDF)	Retain for Lifetime of Urban or Rural Regeneration plans (whichever applies) + 15 yrs and then offer to archivist. If no archivist please see comment**	Urban Regeneration and Housing Act 2015. Urban Renewal Act, 1998 S 7 Project Ireland 2040; The Public Spending Code published by the CEE unit of DoPER. National Strategic Objective in the National Development Plan 2018-2027 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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

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	Strategic Economic Projects/initiatives	Retain records of strategic projects/Initiatives for their duration+ 2 years. Exception being where project involves EU funding in these instances EU audit requirements will apply (see comments section). Then offer to archivist. If no archivist then see comment**.	Section 44 of the Local Govt Reform Act, 2014 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. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the
	Vacant Property grant	Retain for lifetime provided for the repayment of the grant plus a further 7 years. Then destroy. Retain a high level record of all grants approved and issued.	Urban Regeneration and Housing Act 2015; Rebuilding Ireland: Action Plan for for Housing & Homelessness. National Vacant Housing Reuse Strategy 2018-2021

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	Coordinating & collating data and information on population, services and facilities including research reports	Retain data and information on populations, etc until its has been superseded. Then offer supeseded data to the archivist. If no archivist then If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
	Liasing with other Local Authorities, Regional Authorities & National Government Departments on issues relating to economic development	Retain general correspondence for period of 2 years then destroy. Exception being correspondence related to projects and/or activities for which the activity has a longer retention period. Where this is the case the correspondence should be retained with the records file for that activity.	

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	Interaction with Local Community Development Committee (LCDC)	Retain for the duration of the lifetime of the LCDC. Then offer to the archivist. If no archivist please see comment**	Section 44 of the Local Govt Reform Act, 2014 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the archive.
Tourism Development	Tourism Strategy	Retain current & previous strategy for the duration of the current strategy and until next strategy is finalised and adopted. Then offer the oldest remaining strategy to the archivist. If no archivist then see comment** Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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 retain the records within the

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	Tourism and leisure infrastructure	<p>Retain for the duration of the lifetime for which the tourism & leisure infrastructure asset is owned by the LA + a further 7 years. Then offer to the archivist. If no archivist please see comment**</p> <p>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</p>	<p>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.</p> <p>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) 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</p>
	Liasing with other Local Authorities, Regional Authorities; Bord Failte & National Government Departments on issues relating to tourism development	<p>Retain general correspondence for period of 2 years then destroy. Exception being correspondence related to tourism projects and/or activities for which the activity has a longer retention period. Where this is the case the correspondence should be retained with the records file for that activity</p>	

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	Designated Activity Companies (DACs); Companies limited by Guarantee (CLGs) and Wholly owned subsidiaries. Correspondence with or records held by LA staff that may sit on the boards of DACs or CLGs	Records held by Local Authority staff regarding their involvement with DACs or CLGs should be retained for the duration for which the DAC or CLG is in existence plus a further 7 years. Then offer to the archivist. If no archivist please see comment** Exceptions being where (i) a legal case has been initiated involving the DAC or CLG. In this case keep the records until the legal case has been exhausted including appeals; and (ii) where EU funding is involved. 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 (see comments)	DACs and CLGs and wholly owned subsidiaries, as separate entities are responsible for establishing and maintaining their own records management system. Economic Development units however will where such entities exist retain records and correspondence between LA staff and these entities. 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.