

Confirm how this Report is to be treated by placing an X and abbreviation in either;

x	For Decision		For Information
PR	Committee		Council

Report on	Retention and Disposal Schedule Planning Section Update
Date of Meeting	Thursday 3 May 2018
Reporting Officer	Philip Moffett Head of Democratic Services
Contact Officer	Eileen Forde Member Support Officer

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

1.0	Purpose of Report
1.1	The purpose of the report is to seek approval for proposed amendments in respect of the Planning Service's section within Council's overall Retention and Disposal Schedule.
2.0	Background
2.1	When the Mid Ulster District Council Retention and Disposal (R&D) Schedule was drawn up the council's Planning Service provided input with regard to retention periods and disposal policies for planning records. This subsequently formed part of the council's overall Retention & Disposal Schedule was considered by the Public Records Office of Northern Ireland (PRONI) within the then Department for Culture, Arts & Leisure and laid before the NI Assembly for approval.
2.2	However, across the other 10 Council's, R & D schedules for planning information were drawn up, each having their own variations on retention periods, not all of which received PRONI's agreement.
2.3	PRONI expressed a view that planning information should be retained/disposed of uniformly across all councils and asked that this be given due consideration.
3.0	Main Report
3.1	The request from PRONI was considered to work in the best interests of all Councils in that destruction of planning computer records would be required to be uniform if a shared system was agreed to be the way forward.
3.2	Senior administrative officers from the 11 Councils, under the direction of the Head of Planning from Causeway Coast and Glens Council have drawn up the revised annex to the R & D schedule. All Planning Services/ Department are content to sign up to the revisions and when informally consulted, PRONI have raised no issues with the revisions.

3.3	The major change from what was previously agreed for Mid Ulster is the reduction in the length of time planning application files that are not part of the Public Register will be retained from 7 down to 6 years. The Planning Service had initially requested a retention period of 6 years but had increased this to 7 at the request of PRONI.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Reduced storage costs should be realised when completed and implemented
	Human: Not applicable
	Risk Management: To ensure consistency in application of common retention periods across all councils with regard to planning records.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	Members approve amendments to the planning section of the Retention and Disposal Schedule, the amendments when formally agreed by PRONI, will be laid before the relevant Minister and NI Assembly.
6.0	Documents Attached & References
6.1	Appendix 1 Update to Retention & Disposal Schedule - Planning Section