Report on	Retention and Disposal Schedule - Planning Addendum
Date of Meeting	5 June 2025
Reporting Officer	Assistant Director of Corporate Services & Finance
Contact Officer	Information Governance Officer Business Support Manager, Planning Department

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	To update the Committee on amendments to the agreed Planning Retention and Disposal Schedule, which sets out how the Council manages physical and digital Planning records. A copy of the Schedule is provided at Appendix 1.
2.0	**Background**
2.1	The Council's record management process stems from the Information Commissioner's Office (ICO) and the Public Records Office for Northern Ireland (PRONI) requirement to lay Retention & Disposal Schedules before the Northern Ireland Assembly.
2.2	Council's Retention & Disposal Schedule (the Schedule), identifies the disposal arrangements for all records created by the Council.
2.3	The Schedule complies with the requirements of the Public Records Act (NI) 1923 and the Disposal of Documents Order 1925 which sets out parameters for keeping and disposing of public records. Commitment to operation and compliance of the disposal schedule is stated in the Council's Retention & Disposal Policy and is applied to all records irrespective of format or media.
2.4	In addition to this there are statutory requirements for 'access to information' in accordance with the Data Protection Act 1998, The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). Aswell as Article 5(1) of the UK General Data Protection Action Act (UK GDPR) requires that personal data is kept in a form which permits identification of data subjects no longer than is necessary for the purposes for which it is processed.
3.0	**Main Report**
3.1	It was identified by PRONI that a composite or "regional" schedule for planning records should be drawn up. Therefore, as part of the preparation work for the Mid Ulster and regional Planning portals "go live" in 2022, an amended Retention and disposal Schedule was agreed by all planning authorities.

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 and supersede the previous version. It provides the planning authorities with clear, uniform 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 Mid Ulster Planning portal includes an integrated Electronic Document Management System and going forward electronic records will be the official record rather than paper records for newer cases. 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 in principle.
4.0	**Other Considerations**
4.1	**Financial, Human Resources & Risk Implications**
	Financial: None
	Human: None
	Risk Management: None
4.2	**Screening & Impact Assessments**
	Equality & Good Relations Implications: none
	Rural Needs Implications: none
5.0	**Recommendation(s)**
5.1	The Committee is asked to note the amended Schedule at Appendix 1 to be signed on behalf of the Council and submitted to PRONI completion of Appendix 2.
6.0	**Documents Attached & References**
	Appendix 1 - Planning Retention and Disposal Schedule (Aug 2022 – updated for PD notification)5.10.2022