

## **Data Retention Policy**

### **Request for a copy of data retention policy**

Below is a copy of NIHE policy on records disposal and retention.

# Disposal of Records Schedule

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## Northern Ireland Housing Executive

Version 4

Amended September 2014

**Housing**Executive

## Contents

<b>Section 1 – Introduction .....</b>	<b>3</b>
1. Functions and Structure of the Housing Executive .....	3
2. Purpose of Disposal Schedule.....	4
3. Categories of Disposal .....	4
<b>Section 2 – Operation of this Disposal of Records Schedule.....</b>	<b>4</b>
1. Closure of Files .....	4
2. Retention Period .....	5
3. Destruction of Records.....	5
4. File Review .....	5
5. Permanent Preservation within the Housing Executive.....	5
6. Transfer to PRONI .....	5
7. Commitment to preserving files/records .....	6
8. Roles and Responsibilities .....	6
<b>Section 3 – Disposal Schedules .....</b>	<b>6</b>
Division: Regional Services.....	8
Division: Finance .....	24
Division: Landlord Services .....	32
Division: Corporate Services .....	43
<b>Table of Acronyms .....</b>	<b>60</b>
<b>Northern Ireland Housing Executive Disposal and Retention Schedule.....</b>	<b>62</b>

## **Section 1 – Introduction**

### **1. Functions and Structure of the Housing Executive**

The Housing Executive is a Non-Departmental Public Body (NDPB) whose sponsoring department is the Department for Social Development (DSD).

The Housing Executive is the regional housing authority for Northern Ireland, and under existing legislation, its primary responsibilities are to;

- regularly examine housing conditions and housing requirements
- draw up wide ranging programmes to meet those needs
- effect the closure, demolition and clearance of unfit houses
- effect the improvement of the condition of the housing stock
- encourage the provision of new houses
- establish housing information and advisory services
- consult with district councils and the Northern Ireland Housing Council
- manage its own housing stock in Northern Ireland

### **The Board**

Responsibility for general policy, management and operation of the Housing Executive is vested in a 10-person Board. Following Ministerial approval all Board Members are appointed by the Permanent Secretary of the DSD. Four members are nominated by the Housing Council from its membership and the remainder are DSD nominees. Legislation states that at least one member shall be a woman.

The Chairman of the Board is accountable to the Minister for the organisation's performance.

### **Chief Executive's Business Committee**

The Chief Executive's Business Committee meets weekly and the business conducted at this meeting is reported to Board Members on a weekly basis.

The Chief Executive is the Housing Executive's Accounting Officer responsible to the Permanent Secretary as the Accounting Officer for the DSD.

The Chief Executive has responsibility for the overall management and staffing of the organisation. He reports directly to the Board.

The team of central directors report to the Chief Executive. The Chief Executive's Business Committee meets weekly. As members of the Chief Executive's management and business committees they decide on operational issues delegated by the board as well as referring matters to it for approval.

They are: Director of Corporate Services, Director of Finance, Director of Regional Services, Director of Landlord Services, Director of Transformation, and Head of Corporate Communications and Secretariat.

The following is a summary of the key functions delivered by each of the Housing Executive's five divisions;

Corporate Services Division provides a combination of support functions and non-landlord services and is responsible for corporate assurance, internal audit, Personnel (including recruitment, Learning & Development, Health & Safety), Procurement and Contracts, Communications and Secretariat, Information Technology and Legal Services.

The Transformation Unit is located within Corporate Services Division and responsible for managing the internal restructuring of the Housing Executive within the overall context of the Social Housing Reform

Programme (including the HR enabling programme, communications with stakeholders and provision of information to SHRP team). The division is responsible for Business Improvement, Business Projects working towards business excellence. The Transformation Unit deals with change management, provides support for internal transformation and contact with staff.

The main support services provided by Finance Division are payments, accounting, Housing benefit and financial planning, including small-scale treasury management and Counter Fraud & Security.

Landlord Services Division is responsible for most of the landlord-related services such as response maintenance, grounds maintenance and heating, rent collection and rent arrears, contact centres, anti-social behaviour, community development and community cohesion, and housing allocations and transfers. Landlord Services Division delivers its services through a three regional structure, and a network of local area and district offices.

Regional Services Division provides a range of services including private sector renovation grants, licensing of Houses in Multiple Occupation (HMO), the Warm Homes and Boiler Replacement programmes through Private Sector Improvement Services (PSIS) and the delivery of the Social Housing Development Programme (SHDP) through the Development Programme Group. Grants and HMO services are delivered through a number of locally based offices. The division is also responsible for Supporting People, Homelessness and Housing Allocations policy, Strategic Housing Need (including research, rural housing, adaptations and sustainable development), Land & Strategic Regeneration (including Special Purchase of Evacuated Dwellings, empty homes and planning & feasibility).

## **2. Purpose of Disposal Schedule**

The Disposal Schedule sets out the disposal arrangements for records created by the Housing Executive. The schedule complies with the requirements of the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R. & O. 1925 No 167).

Other relevant legislation affecting determination of retention and disposal actions;

Limitation Act 1980

Housing (NI) Order 1988

Housing (NI) Act 2010

Test Instrument Register Part C Section 12

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

## **3. Categories of Disposal**

- Destruction
- Review
- Permanent Preservation

## **Section 2 – Operation of this Disposal of Records Schedule**

### **1. Closure of Files**

Records should be closed as soon as they have ceased to be of active use other than for reference purposes. Registered files (i.e. those officially recorded within a file index, departmental filing system or EDRMS) normally have a maximum life span of 5 years but they can be closed at any time up to five years old in the following circumstances:

- They reach 2.5cm thick;
- The file subject is finished (e.g. the title is time bounded); and
- Nothing new has been added for 2 years.

When a file is due to be closed a senior officer should consult the disposal schedule and record on the front cover of the file the date on which the file can be destroyed, or referred to the Access to Information Manager to be transferred to the Public Record Office of Northern Ireland (PRONI), or whether it should be subject to the normal review procedures. Closing a file simply means that no further papers can be added to it but the file can still be used for reference purposes.

## **2. Retention Period**

The retention period required for each type of record is determined from the date the file is closed. For example, a tenancy file will be closed when the tenancy ends and will be retained for a period of 6 years after which it will be destroyed.

## **3. Destruction of Records**

Where the disposal action is 'Destroy' the files should be kept for the period stated and then securely destroyed by the local manager in accordance with the relevant directions from Facilities Services on waste disposal.

## **4. File Review**

Where the disposal action is 'Review' the file will be subject to the 'Review' processes. This will be initiated by the local manager. The review procedures are as follows: -

(a) The files for Review should have been closed for a period of 5 years with no further papers having been added since closure. The 5 year period is calculated from the date of file closure or date last paper added, whichever is the later.

(b) An officer of at least Level 6 or equivalent should carry out a First Review of each file, based solely on its administrative value. Files recommended for destruction should be referred initially to the Access to Information Manager who will then contact PRONI, whose staff will inspect the relevant files to consider whether or not they should be preserved permanently or held in storage by the NIHE to await a Second Review, 15 years later.

In normal circumstances, the retention period for such files should not exceed 20 years from their respective closure dates. The Access to Information Manager will refer all files described in (b) above to PRONI.

## **5. Permanent Preservation within the Housing Executive**

Where the disposal action is 'Permanent Preservation within the NIHE', the records are exempt from the normal Review process. Where a class of files/records has been marked for "Permanent Preservation – within the NIHE", the corresponding Disposal Schedule entry should clearly state the relevant legislation and/or NIHE policy that makes it necessary to permanently retain these records. Managers should contact the Access to Information Manager to discuss arrangements for the long-term storage of these records.

## **6. Transfer to PRONI**

Where the disposal action is transfer to PRONI, the records are exempt from the normal review process. The file should be sent to the Access to Information Manager marked for transfer to PRONI. The Access to Information Manager will make arrangements to have the records transferred as soon as possible.

Records such as reports, published or otherwise, strategy documents and the like should be considered for Permanent Preservation. Copies of these documents should be sent to the Access to Information manager who will arrange for them to be transferred to PRONI.

The Housing Executive has previously agreed that all Board and CXBC books and Sealed Directions should be sent to the PRONI for permanent safe keeping.

In line with this policy, it is the responsibility of relevant departmental heads to ensure any originals of Sealed Directions are transferred to PRONI, within 3 months, using the correct procedures.

## **7. Commitment to preserving files/records**

The Housing Executive, mindful of its obligations under the Public Records Act (NI) 1923 declares that it will take the necessary measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody, i.e., until ready for destruction or transferred to PRONI for permanent preservation. These measures will include:

Removing paper clips and pins from papers before filing with particular attention being given to those records, which, according to the Disposal Schedule, are to be preserved permanently;

Using registered files with file covers as opposed to buff folders, which do not offer the same protection to the papers inside (these can be obtained from the Access to Information Manager);

Using continuation files if files get too bulky (i.e. more than 25 mm thick);

Storing bulky or outsize items in a pocket or envelope inside the file cover on the left hand side.

## **8. Roles and Responsibilities**

The Chief Executive has a duty to ensure that the Housing Executive complies with the requirements of legislation affecting management of the records, and with supporting regulations and codes.

The Access to Information Manager will work closely with Directors and senior managers to ensure that there is consistency in the management of records and that advice and guidance on good records management practice is provided.

Managers and professional staff are responsible for ensuring that records and information systems in their areas conform to this policy and to the requirements of legislation. All members of staff are responsible for documenting their actions and decisions in the records and for maintaining the records in accordance with good records management practice.

The role of the Local Information Manager is to ensure compliance with Records Management standards within their Directorate, and to co-ordinate activities aimed at ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

## **Section 3 – Disposal Schedules**

### **Regional Services**

- Land & Strategic Regeneration
- Social Housing Development Programme
- Private Sector Grants
- Strategic Planning / Research & Market Intelligence
- Supporting People & Homelessness

### **Finance**

- Corporate Accounting
- Financial Support Services
- Counter Fraud & Security
- Housing Benefit

## **Landlord Services**

- Housing Management (Service Delivery)
- Housing Services
- Asset Management
- Direct Labour Organisation (DLO)

## **Corporate Services**

- Communications
- Audit & Risk Assurance
- Secretariat
- Procurement and Facilities
- Information Technology
- Legal Services
- Human Resources
- Transformation Unit



**Division: Regional Services**

**Department: Land & Strategic Regeneration**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
5 Year Estimates	Leasehold	End of period	6 years	Destroy	
Annual Reports (Data)	Land & Property / Commercial Property Headquarters (HQ) Commercial Property	Completion of recommendations	2 years	Destroy	
Appointment of Estate Agents	Land & Property (Area Offices)	Expiry of panel	5 years	Destroy	
Area Plan Assessments	Planning & Feasibility	Close when plan adopted	2 years	Destroy	
Article 63 (Demolition Cases)	Land & Property (Area Offices)	Demolition	10 Years	Destroy	
Article 63 (General Files)	Land & Property / Commercial Property (HQ)	Close 6 years after opening	10 years	Destroy	
Article 63 (Individual Files)	Land & Property (Area Offices)	2 years after opening	10 years	Destroy	
Audit Query and Report Files	Land & Property	Completion of recommendations	2 years	Destroy	
Belfast Arterial Routes Project	Planning & Feasibility	Close 10 years after opening	2 years	Review	
Budget Files	Regeneration/Asset Management	End of financial year	5 Years	Destroy	
Commercial property deed drawings	Cartographic	Completion of lease/sale	Permanent	Permanent preservation NIHE	
Conacre lettings (Individual Files)	Land & Property (Area Offices)	Expiry of agreement	10 years	Destroy	
Corporate Asset Management Action Plan	Regeneration/Asset Management	End of financial year	5 years	Destroy	
Corporate Asset Management Strategy	Regeneration/Asset Management	On replacement with update strategy	2 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Chief Executive Draft Responses	Planning & Feasibility	Close 3 years after last paper on file	2 years	Destroy	
CXBC /Board Papers	Regeneration/Asset Management	Approval	1 Year	Destroy	
Development Briefs	Planning & Feasibility	On Transfer to Housing Association	2 years	Destroy	
Environment Management	Planning & Feasibility	Close 3 years after last paper on file	2 years	Destroy	
Equity Sharing (Individual Files)	Land & Property (Area Offices)	Full equity purchased	10 years	Destroy	
Existing Open Space Register	Land & Property / Commercial Property (HQ)	End of financial year	6 years	Destroy	
Extinguishments and Abandonments	Land & Property	Completion	10 years	Destroy	
Feasibility Files	Planning & Feasibility	Close when site acquired or sold	2 years	Destroy	
Flat sale maps	Cartographic	Completion of sale	Permanent	Permanent preservation NIHE	Business reference
General Correspondence Files	Land & Property / Commercial Property (HQ) Land & Property (Area Offices)	Close 3 years after last paper on file	2 years	Review	
Government Construction Client Group	Planning & Feasibility	Close 3 years after last paper on file	2 years	Destroy	
Green Pilot Housing	Planning & Feasibility	Close 3 years after last paper on file	2 years	Destroy	
Grounds Co-ordination	Planning & Feasibility	Close 3 years after last paper on file	2 years	Destroy	
Grounds Maintenance update requests	Cartographic	Completion of update	1 year	Destroy	
Heating Contractors	Planning & Feasibility	Close 3 years after last paper on file	2 years	Destroy	
Heating Policy Review	Planning & Feasibility	Close 3 years after last paper on file	2 years	Review	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Historical OSNI maps	Cartographic	N/A	Permanent	Permanent preservation NIHE	Title reference
Hot Spot Studies	Planning & Feasibility	On Expiry	2 years	Destroy	
House sale maps	Cartographic	Completion of sale	10 years	Destroy	
House Sale Statistics	Land & Property / Commercial Property (HQ) Land & Property (Area Offices)	End of year	2 years	Destroy	
House Sales (Cancelled Cases)	Land & Property (Area Offices)	Cancellation date	3 years	Destroy	
House Sales (Pre-In House Conveyancing, Individual & In House Conveyancing) Files	Land & Property (Area Offices)	Sale completion	10 years	Destroy	
HRAN (Misc. Papers)	Land & Property / Commercial Property (HQ)	On replacement with update policy	2 years	Destroy	
Housing & Regeneration Studies	Planning & Feasibility	On Expiry	2 years	Review	
Illegal Use/Adverse Possession Cases	Land & Property / Commercial Property (HQ) Land & Property (Area Offices)	Land disposed of/Successful defence of Section 53	3 years	Review	
Individual Compensation Files and index	Land & Property (Area Offices)	Compensation paid	10 years	Destroy	
Land & Property (L&P) Board Papers	Land & Property / Commercial Property (HQ) Land & Property (Area Offices)	Approval	2 years	Review	
L&P Budget Files	Land & Property / Commercial Property (HQ) Commercial Property Regeneration / Asset Management Land & Property (Area Offices)	End of financial year	2 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
L&P Committee Papers	Land & Property / Commercial Property (HQ)	Approval	2 years	Review	
L&P Information Circulars	Land & Property / Commercial Property (HQ)	End of financial year	2 years	Destroy	
L&P Managers Meetings (Minutes)	Land & Property / Commercial Property (HQ)	End of financial year	2 years	Destroy	
L&P Services Manual	Land & Property (Area Offices) Commercial Property Land and Property Area Offices	On replacement with update policy	2 years	Destroy	
Land Acquisition (Individual Scheme Files Inc. Way leaves, maps)	Land & Property / Cartographic	Completion	10 years	Destroy	
Land Disposal (Individual Scheme Files Inc. Way leaves)	Land & Property (Area Offices)	Completion	10 years	Destroy	
Land Disposal Programme	Land & Property / Commercial Property (HQ)	Land disposed off	3 years	Destroy	
Land Disposals - Cancelled/Refused Cases	Land & Property (Area Offices)	Cancellation date	3 years	Destroy	
Land Terrier	Planning & Feasibility	Close when site disposal complete	2 years	Destroy	
Legacy estate based land terrier maps	Cartographic	Sale of all mapped land	Permanent	Permanent preservation NIHE	Title reference
Legal Cost Files	Land & Property / Commercial Property (HQ)	Expiry of panel	10 years	Destroy	
Planning & Feasibility Management	Planning & Feasibility	Close at end of each year	2 years	Destroy	
Planning Applications	Planning & Feasibility	Expiry of approval	2 years	Destroy	
Postponement of Charges	Land & Property (Area Offices)	Sale completion	10 years	Destroy	
Private Sector Schemes (Individual Files)	Land & Property (Area Offices)	Sale completion	10 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Property Certificates	Land & Property (Area Offices)	Certificate issued	2 years	Destroy	
Reprographic invoices/payment details	Cartographic	Completion of payment	6 years	Destroy	
Rural Development Programme Files	Regeneration/Asset Management	End of financial year	5 Years	Review	
Sealing Records - Register	Land & Property / Commercial Property (HQ) Commercial Property	Land disposed off	3 years	Destroy	
Service Charge files	Leasehold	End of Service Charge account	6 years	Destroy	
Small Pockets of deprivation (SPOD) Files	Regeneration/Asset Management	End of financial year	5 Years	Review	
Solicitors Panel Files	Land & Property / Commercial Property (HQ)	Publication of Annual Report	2 years	Destroy	
Solicitors Panel Files	Land & Property (Area Offices)	Expiry of panel	10 years	Destroy	
SPED (Individual acquisition/resale files)	Land & Property (Area Offices)	Sale completion	10 years	Destroy	
SPED individual acquisition files	Land & Property / Commercial Property (HQ)	Application unsuccessful/withdrawn	2 years	Destroy	
Staff Personnel Records (Return to work interviews etc.)	Land & Property / Commercial Property (HQ)	Annually	2 years	Destroy Destroy	
Statistics Files	Land & Property / Commercial Property (HQ) Commercial Property	On replacement with update policy	2 years	Destroy	
Title Deeds/Index cards	Land & Property (Area Offices)	N/A		Permanent preservation NIHE	
Title Rectification Files	Land & Property (Area Offices)	Completion of rectification	10 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Town Centre Regeneration	Planning & Feasibility	Close 5 years after opening	2 years	Review	
Undeveloped & Open Space Land Files	Land & Property / Commercial Property (HQ)	Land disposed off	3 years	Destroy	
Undeveloped Land Schedule	Land & Property / Commercial Property (HQ)	End of financial year	6 years	Destroy	
Urban Regeneration Files	Strategy	When regeneration is complete	5 years	Review	
Vesting/RDA / URA maps	Cartographic	DSD confirmation	10 years	Destroy	

**Division: Regional Services**

**Department: Social Housing Development Programme**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Disabled Adaptation Grant Files	Development Programme	Final payment of DAG	5 year	Destroy	
HAG Payment Files (by Payment period / Financial year)	Development Programme	End of Financial year	3 years	Destroy	
Housing Association Grant Scheme Files	Development Programme	Final payment of HAG	5 year	Review	

**Division: Regional Services**

**Department: Private Sector Grants**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
2 <sup>nd</sup> Stage Complaint Letter	Grants	Response from CX	6 years	Destroy	
Advice Circulars	Grants	Updated with CXBC / Legal Dept. Approval	5 Years	Destroy	
Affordable Warmth Files - Individual	Grants	Satisfactory Completion	6 years	Destroy	
Affordable Warmth Files - Individual	Grants	Cancelled/Withdrawn	1 year	Destroy	
Boiler Replacement Files - Individual	Grants	Satisfactory Completion	6 years	Destroy	
Boiler Replacement - Individual Files	Grants	Cancelled/Withdrawn	1 year	Destroy	
Commissioner for Complaints Files	Grants	Decision notification from Commissioner	6 years	Destroy	
Group Repair Schemes	Grants	Submission of Certificate of practical completion	10 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Group Repair Schemes	Grants	Cancelled/Withdrawn	10 Years	Destroy	
Grants Technical - Individual File	Grants	Satisfactory Completion	6 years	Destroy	
Grants Technical - Individual File	Grants	Cancelled/Withdrawn	1 year	Destroy	
Handbooks	Grants	Updated with CXBC Approval		Archive Portal record, destruction of paper record	
HMO - Individual Enforcement Notices	Grants	Compliance with Notice	10 years	As above	
HMO - Individual Enforcement Notices	Grants	Cancelled/Withdrawn	1 year	As above	
HMO - Individual Grant Files	Grants	Satisfactory Completion	6 years	Extract information required for Management Inspections then destroy after 10 years	
Management/System/Technical/Test of Resources Audits	Grants	Report signed off by Assistant Director	6 years	Destroy	
Test of Resources Individual Files	Grants	Approval of associated Grant Application	10 years	Destroy	
Test of Resources Files Individual	Grants	Cancelled/Withdrawn	1 year	Destroy	



**Division: Regional Services**

**Department: Strategic Planning / Research & Market Intelligence**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Advice Agencies information	Energy Conservation	On completion	3 Years	Destroy	
ASPS	Central & Area Planners	On completion	5 years	Review	
Board and CXBC Papers	Corporate Planning	On completion	5 years	Transfer to PRONI	
Board Books	Assistant Director	Monthly Board Meeting	20 years	Destroy	
Corporate Environmental Reports	Environmental Management	On completion	3 years	Destroy	
Correspondence from Elected, Voluntary, Residents, Statutory and Community representatives	Central & Area Planners	On completion	5 years	Review	
Databases (Key projects – HCS, CTOS	Research	Held securely on Meridio	Indefinite.	Retain permanently by NIHE	Longitudinal analysis
Data, standards and general information relating to OSNI, QAS software and update for standardising address records in NIHE, Research/Rural related GIS projects	Rural Housing Research	Normal Office Management Procedures	None	Destroy	
District Housing Plans and supporting data	Central & Area Planners	Annual Review	5 years	Review	
Economic Appraisals	Central & Area Planners	On completion of work to affected land	5 years	Destroy	
Energy Agencies information and correspondence	Energy Conservation	On completion	5 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Energy Efficiency information, Energy marketing and Fuel Poverty and correspondence and info relating to Government Departments, Councils and Health Action Zones	Energy Conservation	On completion	5 years	Review	
Energy Reports, Schools competitions, Renewable Energy and correspondence relating to Rural Proofing, Research, Surveys and Schemes	Energy Conservation	On completion	5 years	Destroy	
ESF	Environmental Management	On completion	20 years	Destroy	
ESP	Environmental Management	On completion	3 years	Permanent preservation NIHE	
EU Applications/Funding/Projects	Energy Conservation	On completion	5 years	Destroy	
Funding to outside agencies	Energy Conservation	On completion	6 Years	Destroy	
General Admin held by Asst Director from Business Units, (incl. PRG, JPWG), ICT project Board, SPRB and CIPSS. General & Office expenses & invoices (District Housing Plans and HNA docs.)	Corporate Planning	On completion	3 years	Destroy	
Health & Safety – inspections, risk assessments, presentations, meetings, audits, incident reports	Corporate Planning	On completion	5 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
HMA/Housing Market Profiles/Sectoral Strategies/Empty Homes/Associated research	Central & Area Planners	On completion	20 years	Review	
Housing & Adaptation Policy Documents	Housing Policy	Policy no longer applicable	5 Years	Review	
Housing Association Applications for Social Housing and Site Registrations	Central & Area Planners	Unsupported/ Site digitally mapped/registered	1 Year	Destroy	
Housing Need Assessment and associated info.	Central & Area Planners	On completion of Plan Period	5 years	Review	
Housing Association Scheme files	Central & Area Planners	On completion of scheme	10 years	Destroy	
Interagency Policy, Practice & Procedures	Central & Area Planners	On completion	20 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Joint Working groups/external partners such as Local Agenda, healthy Cities, implementing policy	Central & Area Planners	On completion/ Dissolution of working groups	3 years	Review	
Land & Property/ Land Issues	Central & Area Planners	On completion	10 years	Review	
Land Transfer & Surplus Land Process	Central & Area Planners	HA nomination accepted	5 Years	Review	
Legislation and Consultative Papers	Energy Conservation	Legislation files retained	20 years	Review	
Personnel Information – including appraisals, procedural notes, disciplinary, acting up, Interview notes, efficiency reviews, career breaks, job descriptions	Corporate Planning	On completion	5 years	Destroy	
Project Files	Research	Sign off of report	3 years	Destroy	
Questionnaires	Research	Data keyed and QA'd	1 Year	Destroy	
Rural Projects, Schemes and Strategies	Rural Housing	On completion	5 Years	Review	
Salaries and Travel/Subsistence Budgets	Business Planning Unit	Budget review	5 years	Destroy	
Social Housing Programme – including SHDP, unmet need prospectus	Central & Area Planners	On completion	7 years	Review	
Social Housing Programme – including strategic guidelines,	Central & Area Planners	On completion	5 years	Review	
Special Acquisitions	Central & Area Planners	Acquisition completed	2 Years	Review	
Strategic Planning data held by Asst Director including Planning Service files/Policies and Procedures	Central & Area Planners	On completion	5 Years	Review	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Sustainable Development Monitor	Environmental Management	On completion	5 years	Destroy	
Training – information on and attendance at seminars, courses (internal or external) and conferences plus travel expenses, presentations	Corporate Planning	Completion of course	5 years	Destroy	
Undeveloped Land Schedule	Rural Housing Strategic Development Team	Annual update completed	2 Years	Review	
Urban Renewal Area reports	Central & Area Planners	On completion of work to effected land	20 years	Review	
Waiting List Statistics	Central & Area Planners	On completion	20 years	Destroy	

**Division: Regional Services**

**Department: Supporting People and Homelessness**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Asylum seekers strategy	Asylum Seekers	When scheme/strategy completed	5 Years	Destroy	
Block Subsidy evidence	Supporting People SPSP	3 year cycle	6 years	Destroy	
Business plans	Supporting People QMS	End of financial year	5 years	Destroy	
CXBC	Supporting People QMS	When lever arch file full	5 years	Destroy	
External reference group	Supporting People Contracts	End of financial year	5 years	Destroy	
Financial Documents	Asylum Seekers	When scheme complete	5 Years	Destroy	
Floating Support files	Supporting People SPSP	When provider ceases operation	6 years	Destroy	
Floating support providers	Supporting People QMS	2 yearly	5 years	Destroy	
Gateway Review 1	Supporting People QMS	When file full	5 years	Destroy	
General ASPP	Supporting People Contracts	3 year cycle	6 years	Destroy	
Housing / Homeless Applications	Homeless Services Unit	Re-housing / Negative Dec	4 years	Destroy	
Homelessness :Complaints / Queries / Reviews / Former Appeals	Homeless Policy	Completion of investigation	5 years	Destroy	
Homeless Judicial Reviews	Homeless Policy	Completion of case	5 Years	Review	1988 Order/ 2010 Act
Homelessness Funding / Evaluations	Homeless Policy	Completion of funding	5 years	Destroy	1988 Order
Homelessness Policy Development Documents	Homeless Policy	Policy no longer applicable	5 years	Review	
Homeless Referrals	Homeless Services Unit	Re-housing / Negative Dec	4 years	Destroy	
Maintenance Reports	Asylum Seekers	Close 2 years after last paper on file	3 Years	Destroy	
NIFHA	Supporting People SPSP	When provider ceases operation	6 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Pipeline evidence	Supporting People Contracts	3 year cycle	6 years	Destroy	
Pipeline information	Supporting People SPSPD	Transfer to active or closed files as appropriate	6 years	Destroy	
Platinum Cut block gross evidence file	Supporting People Contracts	3 year cycle	6 years	Destroy	
Platinum Cut general	Supporting People Contracts	3 year cycle	6 years	Destroy	
Platinum Cut system reports	Supporting People SPSPD	3 year cycle	6 years	Destroy	
Property Files	Asylum Seekers	Close 2 years after last paper on file	6 Years	Review	
SASPP	Supporting People SPSPD	3 year cycle	6 years	Destroy	
Scheme Files	Asylum Seekers	Scheme completed	5 Years	Review	
Smoke Detector Certificates	Asylum Seekers	Close 2 years after last paper on file	3 Years	Destroy	
SNMA award notices	Supporting People Contracts	3 year cycle	6 years	Destroy	
SP Budget monitors for programme	Supporting People QMS	End of financial year	5 years	Destroy	
SP Contract performance returns	Supporting People QMS	3 year programme close	5 years	Destroy	
SP Domestic violence sub-group	Supporting People Contracts	End of financial year	5 years	Destroy	
SP Older people sub-group	Supporting People Contracts	End of financial year	5 years	Destroy	
SP Q&M Group	Supporting People QMS	Each financial year	5 years	Destroy	
SP Scheme review files for supported housing	Supporting People QMS	After initiation of next review of that scheme	3 years	Destroy	
SP Strategy – Quality and monitoring	Supporting People QMS	Limited reviewed	Indefinite	Destroy	
SPIT Project board	Supporting People Contracts	End of financial year	5 years	Destroy	
Strategic Partnerships Risk Register	Supporting People QMS	End of financial year	5 years	Destroy	
Supporting people Conferences	Supporting People QMS	End of financial year	Nil	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Supporting people estimates	Supporting People Contracts	3 year cycle	6 years	Destroy	
Supporting people invoices	Supporting People SPSPD	End of financial year	3 years	Destroy	
Supporting People Modernising Services	Supporting People QMS	When file full	5 years	Destroy	
Supporting People pipeline	Supporting People Contracts	3 year cycle	6 years	Destroy	
Value for money	Supporting People QMS	End of financial year	5 years	Destroy	



**Division: Finance**

**Department: Corporate Accounting**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Area Finance reports	Corporate Accounting	Year end	3 years	Destroy	
Special case records	Corporate Accounting	Year end	5 years	Destroy	

**Division: Finance**

**Department: Financial Support Services**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
A) Monthly Control Sheets	Systems Development	Year End	6 Years	Destroy	
Additions & Removal from Housing Stock	Rates	Year End	6 years	Destroy	
Allpay Card Requests	Private Housing Benefit	Year End	6 Years	Destroy	
Allpay Transfer to PRAWL – HB Card Payments to Rent	Private Housing Benefit	Year End	6 Years	Destroy	
Bacs Control Sheets	Systems Development	Year End	6 Years	Destroy	
BACS Recalls / Cheque Stops	Salaries & Wages	Year End	6 Years	Destroy	
Bank/Giro Statements	Accounts Receivable/Home Loans Income & Rent Accounting	Year End	6 Years	Destroy	
Board/CXBC Papers	Accounts Receivable/Home Loans	Year End	12 Years	Destroy	
Career Break Notification	Salaries & Wages	Year End	10 Years	Destroy	
Cash Book/Bank Lodgements/Receipt Books	Income & Rent Accounting	Year End	6 Years	Destroy	
Certificates of Age Exemption (Nat. Ins.)	Salaries & Wages	Year End	End of Employment	Return to Employee	
Change of Bank Details	Salaries & Wages	Year End	6 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
CIT & VAT Returns and supporting documentation	Payments	Year End	6 years	Destroy	
Computer Input	Accounts Receivable/Home Loans	Year End	6 Years	Destroy	
Copy Standing Order Mandates	Income & Rent Accounting	Year End	6 Years	Destroy	
Correspondence Files	Income & Rent Accounting	Year End	6 Years	Destroy	
Credit Controller Records	Accounts Receivable/Home Loans	Year End	6 Years	Destroy	
Deduction Authorisations (Voluntary)	Salaries & Wages	Year End	6 Years	Destroy	
Deed Register	Accounts Receivable/Home Loans	After Redemption of Final Loan	6 Years after final loan redemption	Destroy	
Direct Deductions of Benefits	Private Housing Benefit	Year End	6 Years	Destroy	
Disabled Persons Allowance	Rates	Year End	6 years	Destroy	
DLO Jobs	Systems Development	Year End	6 Years	Destroy	
Early Payment of Salary	Salaries & Wages	Year End	1 Year	Destroy	
Earnings Enquiries from Solicitors	Salaries & Wages	Year End	10 Years	Destroy	
Electronic Requisition of Services (EROS) Control Sheets	Systems Development	Year End	6 Years	Destroy	
End User Lists	Systems Development	Year End	6 Years	Destroy	
EJO File	Private Housing Benefit	Year End	6 Years	Destroy	
Employers Liability Claims	General Services	Claim:- defended, settled, repudiated, withdrawn, taken over by other party	6 years	Destroy	
Enforcement Orders	Salaries & Wages	Year End	6 Years	Destroy	
EROS Amendments	Systems Development	Year End	6 Years	Destroy	
Exceptional Payment Forms	Salaries & Wages	Year End	2 Years	Destroy	
Financial end of year	Accounts Receivable/Home Loans	Year End	12 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
First Aid Payments	Salaries & Wages	Year End	2 Years	Destroy	
GL Monthly Control Sheets	Systems Development	Year End	6 Years	Destroy	
General Correspondence	Salaries & Wages	Year End	2 Years	Destroy	
GL Change Requests	Systems Development	Year End	6 Years	Destroy	
General Payment requests, reports and supporting documentation	Payments	Year End	6 years	Destroy	
General Rating Records	Rates	Year End	6 years	Destroy	
Ground Rent Records	Accounts Receivable/Home Loans	Year End	6 Years	Destroy	
HMRC Correspondence – Enquiries	Private Housing Benefit	Year End	6 Years	Destroy	
HMS Input	Income & Rent Accounting	Year End	6 Years	Destroy	
Home Loans Schedules	Accounts Receivable/Home Loans	Year End	6 Years	Destroy	
Honorarium Payments	Salaries & Wages	Year End	2 Years	Destroy	
IMS Accounts Receivable (AR) Control Sheets	Systems Development	Year End	6 Years	Destroy	
IMS General Ledger Control Sheets	Systems Development	Year End	6 Years	Destroy	
Index Cards	Accounts Receivable/Home Loans	After Redemption of Final Loan	6 Years after final loan redemption	Destroy	
Information Requests – Landlords	Private Housing Benefit	Year End	6 Years	Destroy	
Insurance Claims	General Services	Claim:- turned down, settled	6 years	Destroy	
Insurance Renewals	General Services	Completion of renewal process	6 years	Destroy	
Insurance Schedules.	General Services	N/A	Permanent	Permanent retention By NIHE	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Invoices Paid	Accounts Receivable/Home Loans	Year End	6 Years	Destroy	
Landlord changes for bulk properties	Private Housing Benefit	Year End	6 Years	Destroy	
Legal Action	Accounts Receivable/Home Loans	On completion of proceedings	6 Years	Destroy	
Manual Cheque File (EPFs)	Private Housing Benefit	Year End	6 Years	Disposal	
Maternity / Paternity Leave	Salaries & Wages	Year End	2 Years	Destroy	
Medical Certificates	Salaries & Wages	Year End	4 Years	Destroy	
Missing Cheque Register	Private Housing Benefit	Year End	6 Years	Destroy	
Month End Control Sheets	Systems Development	Year End	6 YEARS	Destroy	
New Start Advices	Salaries & Wages	Year End	2 Years	Destroy	
NILGOSC Annual Return	Salaries & Wages	Year End	10 Years	Destroy	
Overtime Claim Forms	Salaries & Wages	Year End	2 Years	Destroy	
P35 Returns	Salaries & Wages	Year End	10 Years	Destroy	
Payroll Reports	Salaries & Wages	Year End	6 Years	Destroy	
Profess, EROS & RESUS payment requests, reports and supporting documentation	Payments	Year End	6 years	Destroy	
PSL: Accounts Closed, Recalls	Private HB	Year End	6 Years	Destroy	
Public Liability Claims (PLC)	General Services	Claim:- defended, settled, repudiated, withdrawn, written off, taken over by other party	6 years	Destroy	
Public Liability Claims - Minors	General Services	Claim:- defended, settled, repudiated, withdrawn, written off, taken over by other party	Up to 21 years	Destroy	
Redeemed Files	Accounts Receivable/Home Loans	Year End	12 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Redirection of Cheques	Private Housing Benefit	Year End	6 Years	Destroy	
Remittance Advices	Income & Rent Accounting	Year End	6 Years	Destroy	
Rent Arrears Correspondence	Salaries & Wages	Year End	6 Years	Destroy	
Royal Courts of Justice	Private Housing Benefit	Year End	6 Years	Destroy	
Standing Orders/Credit Transfers	Income & Rent Accounting	Year End	6 Years	Destroy	
Stop Cheques Register	Private HB	Year End	6 Years	Destroy	
Student Loan Notification	Salaries & Wages	Year End	6 Years	Destroy	
Superannuation Forms	Salaries & Wages	Year End	2 Years	Destroy	
System Output Reports	Income & Rent Accounting	Year End	6 Years	Destroy	
Tax Code Amendments	Salaries & Wages	Year End	6 Years	Destroy	
Temporary Accommodation Bed Bureau System invoicing/reports	Accounts Policy Financial & Income Management	Date doc actioned	Current year + 6yrs	Destroy	
Termination Advices	Salaries & Wages	Year End	2 Years	Destroy	
Travel & Subsistence Claims, reports and supporting documentation	Payments	Year End	6 years	Destroy	
Unpaid Leave	Salaries & Wages	Year End	2 Years	Destroy	
User Update Request Forms	Systems Development	Year End	6 Years	Destroy	
Underpayment (Type 5)	Private Housing Benefit	Year End	6 Years	Destroy	
Vendor File maintenance documents	Payments	Year End	6 years	Destroy	

**Division: Finance**

**Department: Counter Fraud & Security**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Court Orders	Counter Fraud & Security	PPS decision 'not to prosecute' or conclusion of court proceedings (including appeal period)	10 Years	Destroy	Home Office guidance
Section 29(3) Requests	Counter Fraud & Security	12 months (on a rolling basis)	3 Years	Destroy	
Investigations - Internal	Counter Fraud & Security	Investigation concluded for onward referral or confirmation of NFPA	10 Years	Destroy	Home Office guidance
Investigations – disciplinary	Counter Fraud & Security	Investigation concluded for onward referral or confirmation of NFPA	10 Years	Destroy	Home Office guidance
Investigations – report to police	Counter Fraud & Security	Referral to PPS or NFPA	10 Years	Destroy	Home Office guidance
Whistleblowing Referrals	Counter Fraud & Security	Investigation concluded for onward referral or confirmation of NFPA	10 Years	Destroy	Home Office guidance

**Division: Finance**

**Department: Housing Benefit**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
All –pay Adjustments	Housing Benefit System	Action as required	3 Years	Destroy	
Appeal Files	Housing Benefit Policy	Completion of Appeal Hearing	2 Years	Destroy	
Case Files	Housing Benefit Unit	End of HB entitlement and no overpayment	3 years	Destroy	
Corporate Plan, Corporate Business Plans	Business Planning Unit	Annual Review	5 Years	Destroy – copy of final plan to PRONI	
Data Cleansing Exercises	Housing Benefit System	Action as required	3 years	Destroy	
‘E-Benefit’ Testing	Housing Benefit System	Completion of Testing/Loading onto RBLIVE	3 Years	Destroy	
HMS Interface – Data RBE295/296 Reports and RBE342 standard and adjust file.	Housing Benefit System	Review and Action Weekly	3 Years	Destroy	
HMS Interface – Data HMS Suspense Account	Housing Benefit System	Review and Action Weekly	3 Years	Destroy	
Housing Association – Rent Increase	HB System	Completion of Loading data to iworld RBLIVE	3 Years	Destroy	
‘iworld’ System Version release testing Files	Housing Benefit System	Completion of Testing/loading onto iworld RBLIVE	3 Years	Destroy	
‘iworld’ System Version release Manuals	Housing Benefit System	Completion of Testing/loading onto iworld RBLIVE	3 Years	Destroy	
LPA – Changes	HB System	Actioned Weekly	3 Years	Destroy	
LPA – Financial Transactions to HMS	Housing Benefit System	Actioned weekly	3 Years	Destroy	
LPA - Overpayments	HB System	Actioned Weekly	3 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
LPA – Payment Files HMS – HA and LPS	Housing Benefit System	Actioned Weekly	3 Years	Destroy	
LPA – ‘Stats’	HB System	Actioned Weekly	Permanent	Permanent preservation NIHE	
Local Housing Allowance (LHA) Quarterly updated	Housing Benefit System	Checked Quarterly	3 Years	Destroy	
Performance and Risk Management Monitors – Corporate, Divisional Units and Area Planners	Business Planning Unit	Monthly completions	5 years	Destroy	
Performance Management & Quality Assessment (PMQA)	Housing Benefit System	Action as required	3 Years	Destroy	
Rate Reference Updates	Housing Benefit System	Actioned Weekly	3 Years	Destroy	
Property Amendments	Housing Benefit System	Actioned as required	3 Years	Destroy	
Rate Relief – Data Cleansing File	Housing Benefit System	Actioned Weekly	3 Years	Destroy	
Rate Relief – HA payment File	Housing Benefit System	Actioned weekly	3 years	Destroy	
Rate Relief – Excess Capital	Housing Benefit System	Actioned Weekly	3 Years	Destroy	
Rate Relief – Under/Over Report	HB System	Actioned Weekly	3 Years	Destroy	
Supporting People Files	Housing Benefit Policy	Closed Schemes	3 Years	Review	
System Reports ISB	Housing Benefit Unit	Normal Office Management Procedures	1 year	Destroy	
System Security – ‘Profile Reports’	Housing Benefit System	Reviewed and actioned as required	3 Years	Destroy	
Statistical Returns – Work-load Summary Report	Housing Benefit System	Review	3 Years	Destroy	
‘Year End’ allowance testing	Housing Benefit System	Completion of Testing/ loading onto RBLIVE	3 Years	Destroy	



**Division: Landlord Services**

**Department: Housing Services**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Annual Rent Increase Assoc Reports	Income Collection & Neighbourhoods	Date report actioned	Current year + 6yrs	Destroy	
Anti-Social Behaviour (ASB) Files	Landlord Housing Policy	Legal Action complete /case closed Tenancy Terminated/case closed District no longer require action	7 years	Destroy	PSNI Information Sharing Protocol
Arrears Recovery Files	Income Collection & Neighbourhoods	Date Arrear cleared	Current year + 6yrs	Destroy	
Arrears Enforcement Documentation	Income Collection & Neighbourhoods	Date doc processed	Current year + 6yrs	Destroy	
Assembly Information	Income Collection & Neighbourhoods	Normal office procedures	5 years	Destroy	
BRIC Programme – SEUPB Funding Files	Income Collection & Neighbourhoods	Final audit by SEUPB	Until 31.12.2020	Review	Requirement of funder
Business Plans	Business Support	Files renewed for new working year	2 years	Destroy	
Commissioner of Complaints/Formal Complaints files	Income Collection & Neighbourhoods	Date case closed	5 years (TBC)	Destroy	
Community Cohesion Funding Files	Income Collection & Neighbourhoods	Final evaluation	6 years	Review	
Exceptional Payments docs – Disturbance etc.	Income Collection & Neighbourhoods	Date payment made	Current year + 6yrs	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Financial Transactions Debit/credit	Income Collection & Neighbourhoods	Transaction completion date	Current year + 6yrs	Destroy	
FOI Requests	Business Support	Info provided/withheld	3 years	Destroy	
Funded project files	Landlord Housing Policy	End of funding/project	7 Years	Destroy	
Funding / Evaluation Files	Business Support	Funding / Evaluation completed	5 Years	Destroy	
Funding Outside Bodies - Policy files	Business Support	5 years	3 years	Destroy	
Government Funding Database - Policy files	Business Support	5 years	2 years	Destroy	
HMS Annual Rent Increase Assoc Reports	Income Collection & Neighbourhoods	Date report actioned	Current year + 6yrs	Destroy	
Housing Complaint Files	Landlord Housing Policy	Completion of investigation	2 Years	Review	
Housing Query Files	Landlord Housing Policy	Completion of investigation	2 Years	Review	
IMS Receipting System and all associated docs /Reports	Income Collection & Neighbourhoods	Transaction completion date	Current year + 6yrs	Destroy	
Invoices from BCC – Fitness Inspections done by Environmental Health	Income Collection & Neighbourhoods	Certified for payment	6 years	Destroy	
Judicial Review Files	Landlord Housing Policy	Case settled	5 Years	Review	
LAN – SEUPB Funding Files	Income Collection & Neighbourhoods	Final audit by SEUPB	Until 31.12.2020	Destroy	Requirement of funder
Mediation Files	Landlord Housing Policy	End of case/resolution	7 Years	Destroy	
Production of Printing Invoicing	Income Collection & Neighbourhoods	Payment processed date	Current year + 6yrs	Destroy	
Project /Policy Development/Review Files	Income Collection & Neighbourhoods	Policy implementation date	5 years	Destroy	
PTC - Input & back up doc	Income Collection & Neighbourhoods	Date of payment issued	Current year + 6yrs	Destroy	
Payment Control Registers	Income Collection & Neighbourhoods	Date last payment made	Current year + 6yrs	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Performance Review Group Books	Business Support	1 year	5 years	Destroy	
Policy files - Evaluations Services	Business Support	5 years	3 years	Review	
Project Evaluations - Individual Project Files	Business Support	Completion of individual evaluation and issue of final report	1 year	Destroy	
PTC/ PTS Audit Checklists	Income Collection & Neighbourhoods	Date audit completed	Current year + 6yrs	Destroy	
Rent Abatements (Including Rent Credits)	Income Collection & Neighbourhoods	Date abatement period ceased	Current year + 6yrs	Destroy	
Reports/Statistical Information	Income Collection & Neighbourhoods	5 years	5 years	Destroy	
Representation on Outside Bodies - Policy files	Business Support	5 years	2 years	Destroy	
Shared Neighbourhood Programme – IFI Funding Files	Income Collection & Neighbourhoods	Final audit by IFI	6 years from date of final payment	Review	Requirement of funder
Social Security Agency Direct Payment Reports	Income Collection & Neighbourhoods	Date report actioned	Current year + 6yrs	Destroy	
Staff Appraisals	Business Support	Appraisal completed and signed off, files renewed for new working year	5 years	Destroy	
Subject Access Requests	Business Support	Info provided/withheld	3 years	Destroy	
TMS Reports	Business Support	Actioned/signed by Manager	1 year	Destroy	
Write Off documentation/file (Accounts Unit)	Income Collection & Neighbourhoods	Date a/c written off	Current year + 6yrs	Destroy	
Write Off Reports HQ	Income Collection & Neighbourhoods	Date a/c written off	Current year + 6yrs	Destroy	

**Division: Landlord Services**

**Department: Housing Management (Service Delivery)**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Adaptation case files	Regional Office	Adaptation complete or no longer required/necessary	6 years	Destroy	
Anti-Social Behaviour (ASB) case files	Area Office	Case resolved	7 Years	Destroy	
Arrears	Regional Office	Cleared / Written off	7 Years	Destroy	
Change of heating refusals	Area Office	Tenant advised	1 Year	Destroy	
Community Files	Area Office	When strategy ends	5 years	Review	
Complex Needs Case Files	Regional Office	Complex needs points not awarded; re-housed; applicant moved away; no reply to renewal letter	2 years	Destroy	
Contractors files	Area Office	Close 5 Years after opening	2 years	Destroy	
Correspondence Files - Strategy	Area Office	When strategy ends	5 years	Review	
First Stage Formal Complaints	Regional Office	Complaint resolved or escalated to second stage	3 Years	Destroy	
Group Heating Charge notifications	Regional Office	Tenants notified/charges applied	3 years	Destroy	
Homelessness Review case files	Regional Office	Homeless Review completed	2 years	Destroy	
Information Requests	Regional Office	SAR / FOI request completed	3 Years	Destroy	
Lock Out Crime (LOC) Scheme	Area Office	Complete	6 Years	Destroy	
Past Applicant	Area Office	Application not renewed	2 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Personnel – Fair Employment Equal Opportunities Acting up / Honoraria Secondments Tribunal	Regional Office	Cases closed and files renewed for new working year	10 Years	Destroy	
PLIC inspection sheets	Area Office	Year end	21 years	Retain permanently	Statute of Limitations (Minors)
PLIC case files	Area Office	Case settled	6 Years	Destroy	
PLIC case files (minors)	Area Office	Case settled	Until child is 21	Destroy	
Procurement - Contract Management Board Quality Assurance Statements	Regional Office	Files renewed for new working year	10 Years	Destroy	
Requests re Statutory Charges	Area Office	Orders removed from Stat Charges Register	6 years	Destroy	
Regional Manager / Area Manager Operational Files	Regions / Areas	Normal office procedures	5 Years	Destroy	
Smart Move Rent Guarantee Scheme Files	Regional Office	When funding ends	5 years	Destroy	
Staff Appraisals	Regions / Areas	Appraisal completed and signed-off; files renewed for new working year	5 Years	Destroy	
Strategies / Sectoral Studies	Regional Office	Files renewed for new working year	5 Years	Destroy	
Service User Files - Asylum Seekers	Regional Office	Close 2 years after last paper on file	3 Years	Destroy	
Schemes	Area Office	Scheme completed	10 Years	Destroy	
Smoke Alarm COT	Area Office	Completed	6 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Telephone Post Inspection Ticket	Regional Office	Normal Office Management Procedures	1 year	Destruction	
Tenancy file	Area Office	Tenancy ends	6 Years	Destroy	
Travellers	Regional Office	End of financial year	5 Years	Review	
Unfitness	Area Office	Passed as fit	6 Years	Destroy	

**Division: Landlord Services**

**Department: Asset Management - Business Strategy**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Annual Clearing House Books	Programme Management	End of Year Summary Report	3 years	Destroy	
Annual Scheme Starts & Completion Statistical Records.	Programme Management	Compilation of end of year figures	5 years	Destroy	
EROS/RESUS Purchasing files	Administration Unit	Normal office management procedures	2 years	Destroy	
Heating Services Schemes	Heating Services Unit	Scheme completed	10 years	Destroy	
Miscellaneous payment files	Administration Unit	Normal office management procedures	3 years	Destroy	
Monthly Programme Books	Programme Management	Compilation of end of month figures	1 year	Destroy	
Scheme files for Disabled Lift Installations and Removals	Administration Unit	Scheme completed	10 years	Destroy	
Training courses files	Administration Unit	Normal office management procedures	4 years	Destroy	
User Manuals – MIS/Citrix	Programme Management	N/A (Continuously Updated)	Retain until superseded	Destroy	

**Division:**                **Landlord Services**

**Department:**        **Asset Management - Design Services**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Adaptation for Persons with a Disability (APDs)	Headquarters & Regional Offices	Financial Reconciliation H&S File complete	10 Years	Destroy	
Audit Files	Headquarters & Regional Offices	Completion	5 Years	Destroy	
Central cost group scheme files	Headquarters & Regional Offices	Scheme Completion	20 Years	Destroy	
Civil Engineering	Headquarters & Regional Offices	Final certificate paid, Final Account, approved and all defects completed and H&S file complete	20 Years	Drawings retained permanently by NIHE	
Clerk of Works	Headquarters & Regional Offices	At end of defects period and issue of Defects Liability Certificate	15 Years	Destroy	
Consultants	Headquarters & Regional Offices	none	As required	Destroy	
Directors general files	Headquarters & Regional Offices	Completion	5 Years	Destroy	
External Cyclical Maintenance (ECMs)	Headquarters & Regional Offices	Final Certificate paid, Final Account approved and all defects completed and H&S File complete	15 Years	Destroy	
Health & Safety	Headquarters & Regional Offices	As above	20 Years	Destroy	
Housing Association Fees	Headquarters & Regional Offices	Final Account, fees and adoptions	20 Years	Destroy	
Kitchen Schemes	Headquarters & Regional Offices	As above	15 Years	Destroy	
Landscape Schemes	Headquarters & Regional Offices	As above	15 Years	Destroy. Drawings retained permanently by NIHE	
MEI Schemes	Headquarters & Regional Offices	As above	20 Years	Drawings retained permanently by NIHE	



**Division: Landlord Services**

**Department: Direct Labour Organisation**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Accident Book Report Forms	Health & Safety Officer	Claim Settlement	10 Years	Destroy	
Completion & Inspection Certificate Part C Section 4	Electrical Testing	Job completion	10 years	Destroy	
Control of non-conformance Part A Section 13	Electrical Testing	Job completion	2 years	Destroy	
COT Inspection reports Part C Section 7	Electrical Testing	Job completion	10 years	Destroy	
Customer complaints Part B Section 6	Electrical Testing	Complaint resolved	2 years	Destroy	
DLO Management Accounts	Management Accountant	Fin. Year End	7 years	Destroy	
DS Management Accounts	Management Accountant	Fin. Year End	7 years	Destroy	
DLO Business Plan	Management Accountant	Fin. Year End	7 years	Destroy	
DS Business Plan / D&PS Salary Business Plan	Management Accountant	Fin. Year End	7 years	Destroy	
D&PS Salary monitor	Management Accountant	Fin. Year End	7 years	Destroy	
DLO Management Meeting Minutes	Assistant Director DLO	Month end	3 years	Destroy	
EFIN Purchase Orders	Transport	Fin. Year End	7 Years	Destroy	
Egan Job claims - Part Completed	Support Services Unit DLO	Fin. Year End	1 Year	Destroy	
Electrical Health & Safety Report (10 Year)	Belfast / Coleraine DLO	Fin. Year End	7 Years	Destroy	
Electrical Installation Certificate (New)	Belfast / Coleraine DLO	Fin. Year End	7 Years	Destroy	
Electrical Testing	Transport	Fin. Year End	7 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Emergency Callout Sheets	Belfast / Coleraine DLO	Fin. Year End	7 Years	Destroy	
Employee records	Belfast / Coleraine DLO Transport	Fin. Year End	7 Years	Destroy	
Environmental Certificates	Transport	Fin. Year End	7 Years	7 Years	
EROS requisition, confirmation and delivery dockets	Support Services Unit DLO Belfast/Coleraine DLO	Receipt of goods	7 years	Destroy	
Fire Prevention Log	Transport	Fin. Year End	7 Years	7 Years	
Fuel Receipts	Belfast / Coleraine DLO Transport	Fin. Year End	7 Years	Destroy	
Grants Inspection Report Part C Section 8	Electrical Testing	Job completion	10 years	Destroy	
HSENI RIDDOR Forms NI2508	Health & Safety Officer	Claim Settlement	10 Years	Destroy	
Insurance Claims	Assistant Director DLO	Fin. Year end	3 years	Destroy	
Invoice batch posting reports Act_RFS_001	Support Services Unit DLO	Payment of invoices	7 years	Destroy	
M2, M3 & M4 (Used)	Transport Belfast/Coleraine DLO	Fin. Year End	7 Years	Destroy	
Monthly Employee Absence Returns for MVW Staff TMS	Health & Safety Officer	Fin. Year End	3 Years	Destroy	
Overtime Sheets, Travel & Sub Claims	Transport	Fin. Year End	2 Years	Destroy	
Petty Cash	Transport	Fin. Year End	7 Years	Destroy	
Plant Insurance Certificate	Transport	Fin. Year End	7 Years	Destroy	
PLIC Reports	Belfast / Coleraine DLO	Fin. Year End	4 years	Destroy	
Portable Appliance Test Certificates	Electrical Testing	Start of new test cycle	10 years	Destroy	
Preliminary contract review Part B Section 9	Electrical Testing	New contract	3 years	Destroy	
Quotations for goods and services	Support Services Unit DLO	Issuing of purchase order	5 years	Destroy	
Record of Job Certificate Part C Section 5	Electrical Testing	Job completion	10 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Supplier Invoices	Support Services Unit DLO	Payment of Invoice	7 years	Destroy	
Tax Book Files	Transport	Fin. Year End	Life of Vehicle	Destroy	
Tender documents	Support Services Unit DLO	Award of contract	7 years	Destroy	
Test Instrument Register Part C Section 12	Electrical Testing	Start of new test cycle	10 years	Destroy	Test Instrument Register Part C Section 12
Test Instrument Failure and calibration records Part B Section 5	Electrical Testing	Start of new test cycle	10 years	Destroy	
Un-posted Daily Invoice VAT Rate Report	Support Services Unit DLO	Payment of invoices	7 years	Destroy	
Used M2, M3, & M4 Book Stubs	Belfast / Coleraine DLO	Fin. Year End	7 Years	Destroy	
Vehicle Accident Insurance Claim Forms	Health & Safety Officer	Claim Settlement	10 Years	Destroy	
Vehicle Files	Transport	Fin. Year End	Life of Vehicle	Destroy	
Vehicle Transaction Report	Transport	Fin. Year End	7 Years	Destroy	
Water Service Log	Transport	Fin. Year End	7 Years	Destroy	

**Division: Corporate Services**

**Department: Communications**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Annual Report file	Headquarters and Regions	On publication and copy to PRONI	1 year	Destroy file Copy of publication to PRONI	
Assembly Questions	Headquarters and Regions	On issue of final response	4 years	Review	
Commissioner for Complaints	Headquarters and Regions	End of process	10 years	Destroy	
Complaints Files	Headquarters and Regions	Resolution of complaint	3 years	Destroy	
FOI / DPA information requests / internal reviews - case files	Headquarters and Regions	Response issued	3 years	Destroy	
FOI / DPA ICO complaints files	Headquarters and Regions	Response issued	5 years	Destroy	
Newspaper scans	Headquarters and Regions	Normal office management procedures	4 years	Destroy	
Photographs	Headquarters and Regions	Transfer to digital format	Retained on digital archive	Retained on digital archive by NIHE	
Press releases	Headquarters and Regions	On issue	2 years	Destroy	

**Division: Corporate Services**

**Department: Audit & Risk Assurance**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Audit Committee	Internal Audit	Meeting takes place	5 years	Destroy	
Audit Assignment Files	Internal Audit	Final report issued.	Reviewed after 6 years	Destroy	
Board Papers	Internal Audit	Normal office administration procedures	1 year	Destroy	
DIU Planned Inspection – Working papers	Repairs Inspection Schemes Inspection Divisional Inspection	On completion of the annual inspection	3 years	Destroy	
Investigation – General File	Repairs Inspection Schemes Inspection Divisional Inspection	On completion of Senior Management / Police action	5 years	Review	
Investigation – Potential Disciplinary reports	Repairs Inspection Schemes Inspection Divisional Inspection	After fact finding meetings and responses from the individual members of staff.	5 years	Destroy	
Planned Inspection – Review details	Repairs Inspection Schemes Inspection Divisional Inspection	After the introduction of the revised annual program	5 years	Destroy	
Planned Inspection – Evidence Pack	Repairs Inspection Schemes Inspection Divisional Inspection	On completion of the quarterly report	5 years	Destroy	
Planned Inspection – Pro-forma booklet	Repairs Inspection Schemes Inspection Divisional Inspection	On completion of the quarterly report	5 years	Destroy	
Planned Inspection – Preliminary report	Repairs Inspection Schemes Inspection Divisional Inspection	On completion of the quarterly report	5 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Planned Inspection – Final report	Repairs Inspection Schemes Inspection Divisional Inspection	After the report has been presented to the area Management Team	7 years	Review	
Planned inspection – Recommendations monitor	Repairs Inspection Schemes Inspection Divisional Inspection	After the Area Management team acknowledges corrective action measures have been implemented	3 years	Destroy	
Review of Contractors or Areas response	Repairs Inspection Schemes Inspection Divisional Inspection	After completion of a complete review of the Contractors or the Area.	5 years	Review	

**Division: Corporate Services**

**Department: Secretariat**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Appointments	Chief Executive's Office	N/A	Retain permanently	Permanent preservation NIHE	
Audit	Chairman's Office Chief Executive's Office	Normal office administrative procedures	10 years	Destroy	
Audit Committee	Chief Executive's Office	Normal office administrative procedures	Archive papers after each quarter; retain for 5 years from file closure	Destroy	
Board Administration & Correspondence	Chairman's Office Chief Executive's Office	Normal office administrative procedures	5 years	Review	
Board Members Appointments	Chairman's Office	Normal office administrative procedures	10 years	Review	
Board Members Assessments	Chairman's Office	Normal office administrative procedures	5 years	Review	
Board Papers and Minutes	Secretariat	End of year	5 years	Transfer to PRONI	
Briefing Papers & Notes	Chairman's Office	Normal office administrative procedures	5 years	Review	
Camphill Communities	Chief Executive's Office	Normal office administrative procedures	5 years from file closure	Review	
Conferences	Chairman's Office	Normal office administrative procedures	3 years for UK Conferences 5 years for overseas	Destroy	
Chairman -correspondence	Chief Executive's Office	Normal office administrative procedures	10 years from end of term of office	Review	
Correspondence files (individual tenants etc)	Chief Executive's Office	Normal office administrative procedures	5 years from file closure	Review	
Department for Social Development	Chairman's Office	Normal office administrative procedures	10 years	Review	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Director's Diaries	Directors	End of calendar year	5 Years	Destroy	
Elected Representatives Correspondence	Chairman's Office	Normal office administrative procedures	5 years	Review	
Empty Homes Scheme Review	Chairman's Office	Normal office administrative procedures	5 years	Review	
External bodies – meetings & Correspondence	Chairman's Office	Normal office administrative procedures	5 years	Review	
Government Departments	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Review	
Home Energy Conservation Authority	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Review	
Homelessness Review	Chairman's Office	Normal office administrative procedures	5 years	Review	
Honours & Awards	Chairman's Office	Normal office administrative procedures	5 years	Review	
Hospitality	All	End of financial year	3 Years	Destroy	
Housing Council – General correspondence	Chairman's Office	Normal office administrative procedures	5 years	Review	
Housing Selection Scheme	Chairman's Office	Normal office administrative procedures	5 years	Review	
Investigations Files e.g.: Project Amber/Young etc	Chairman's Office Chief Executive's Office	Normal office administrative procedures	10 years	Review	Home Office Guidance
NI Departments	Chairman's Office	NI Departments	Normal office administrative procedures 10 years	Review	
NIHE Senior Officers Correspondence	Chairman's Office	Normal office administrative procedures	5 years	Review	
North Belfast	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Review	



Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Performance Review Meetings with the Minister	Chairman's Office	Normal office administrative procedures	5 years	Review	
Personal Business	Chief Executive's Office	Normal office administrative procedures	5 years from file closure	Review	
Public Accounts Committee	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Review	
References	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Destroy	
Review of Public Administration	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Review	
Somerdale Correspondence	Chief Executive's Office	Normal office administrative procedures	10 years from file closure	Review	
Somerdale Correspondence	Chairman's Office	Normal office administrative procedures	10 years after file closure	Review	

**Division: Corporate Services**

**Department: Procurement**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Arbitrations	Contract Claims	Settlement of issue	20 years	Destroy	
Adjudications	Contract Claims	Settlement of issue	20 years	Destroy	
Audit	Contract Claims	Settlement of issue	20 years	Destroy	
Contract notices	Contract Claims	Settlement of issue	20 years	Destroy	
Contractor File	Construction Procurement	Normal office management procedures	20 years after date of removal/last action	Destroy	
Contractor Ledger Page	Construction Procurement	Tender awarded	20 years from end of contract	Destroy	
Correspondence	Supplies & Services	Receipt	7 years	Destroy	
Delivery Notes	Supplies & Services	Notes received	7 years	Destroy	
Determinations	Contract Claims	Settlement of issue	20 years	Destroy	
EC Adverts	Construction Procurement	Tender awarded	20 years from end of contract	Destroy	
Fraud	Contract Claims	Settlement of issue	20 years	Destroy	
Goods Received Notes	Supplies & Services	Notes received	7 years	Destroy	
Insolvencies	Contract Claims	Settlement of issue	20 years	Destroy	
Insurance Records	Construction Procurement	Normal office management procedures	5 years after date of removal/last action	Destroy	
Liquidation & Ascertained Damages	Contract Claims	Settlement of issue	20 years	Destroy	
Litigations	Contract Claims	Settlement of issue	20 years	Destroy	
PLICs	Contract Claims	Settlement of issue	20 years	Destroy	
Purchase requisitions	Supplies & Services	Purchase order creation	7 years	Destroy	
Purchase orders	Supplies & Services	Purchase order printed and posted	7 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Scheme Project File	Construction Procurement	Tender awarded	5 years	Destroy	
Tender Application File	Construction Procurement	Tender awarded	5 years	Destroy	
Tenders less than £20k	Supplies & Services	Tender awarded	7 years after end of contract	Destroy	
Tenders greater than £20k	Supplies & Services	Tender awarded	12 years after end of contract	Destroy	

**Division: Corporate Services**

**Department: Facilities Services**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Accident Reports	Headquarters & Regional Offices	End of Calendar Year	10 Years	Destroy	
Asbestos Register	Headquarters & Regional Offices	N/A	Permanent	Permanent preservation NIHE	
Asbestos Correspondence	Headquarters & Regional Offices	5 Years from opening	5 Years	Destroy	
Budgets	Headquarters & Regional Offices	End of calendar year	3 Years	Destroy	
Car Parking	Headquarters & Regional Offices	End of Calendar Year	6 Years	Destroy	
Correspondence	Headquarters & Regional Offices	Normal office procedures	7 years	Destroy	
COSHH	Headquarters & Regional Offices	End of Calendar Year	40 Years	Destroy	
Delivery Note	Headquarters & Regional Offices	Order Complete	7 Years	Destroy	
Environmental / Energy	Headquarters & Regional Offices	End of calendar year	6 Years	Destroy	
Exceptional Payment Forms	Headquarters & Regional Offices	Normal office procedures	7 years	Destroy	
Fire Certificate	Headquarters & Regional Offices	N/A	Permanent	Permanent preservation NIHE	
Goods Received Note	Headquarters & Regional Offices	Order Complete	7 Years	Destroy	
Health & Safety Audits	Headquarters & Regional Offices	End of Calendar Year	5 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Health & Safety inspection reports	Headquarters & Regional Offices	Normal office procedures	3 years	Destroy	
Invoice	Headquarters & Regional Offices	Order Complete	7 Years	Destroy	
Key holders register	Headquarters & Regional Offices	Time of updating	3 Years	Destroy	
Mail posting books	Headquarters & Regional Offices	Normal office procedures	3 years	Destroy	
Meetings	Headquarters & Regional Offices	End of calendar year	6 Years	Destroy	
Off-Site Storage Requests	Headquarters & Regional Offices	End of Calendar Year	2 Years	Destroy	
Personnel absence file	Headquarters & Regional Offices	End of calendar year	3 Years	Destroy	
Petty Cash records	Headquarters & Regional Offices	Normal office procedures	5 years	Destroy	
Photocopy contracts	Headquarters & Regional Offices	End of contract period	7 Years	Destroy	
Policy Files	Headquarters & Regional Offices	End of Calendar Year	3 Years	Destroy	
Post Office invoices / Books	Headquarters & Regional Offices	End of book	2 Years	Destroy	
Premises Files	Headquarters & Regional Offices	End of Calendar Year	10 Years	Destroy	
Purchase Order	Headquarters & Regional Offices	Order Complete	7 Years	Destroy	
Purchase Requisition	Headquarters & Regional Offices	Order Complete	7 Years	Destroy	
Quotations SO / WQ File	Headquarters & Regional Offices	End of calendar year	7 Years	Destroy	
RIDDOR Records	Headquarters & Regional Offices	End of Calendar Year	40 Years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
RESUS Information	Headquarters & Regional Offices	End of Calendar Year	7 Years	Destroy	
Risk Assessment Reports	Headquarters & Regional Offices	End of Calendar Year	5 Years	Destroy	
Security / Premises / CCTV	Headquarters & Regional Offices	End of calendar year	1 month	Destroy	
Staff appraisal	Headquarters & Regional Offices	End of calendar year	6 Years	Destroy	
Staff / management briefings	Headquarters & Regional Offices	End of calendar year	3 Years	Destroy	
Staff relocations	Headquarters & Regional Offices	End of calendar year	3 Years	Destroy	
Stationery Requisition	Headquarters & Regional Offices	End of Calendar Year	7 Years	Destroy	
Tenders less than £20K	Headquarters & Regional Offices	End of contract period	7 Years	Destroy	
Testing of Electrical Items & Inspection	Headquarters & Regional Offices	End of Calendar Year	10 Years	Destroy	
Training	Headquarters & Regional Offices	End of Calendar Year	10 Years	Destroy	
Telephony	Headquarters & Regional Offices	End of calendar year	6 Years	Destroy	
Tenders	Headquarters & Regional Offices	End of contract period	7 years	Destroy	
Franking machine records	Headquarters & Regional Offices	Normal office procedures	5 years	Destroy	
Workplace Inspections	Headquarters & Regional Offices	End of Calendar Year	3 Years	Destroy	

**Division: Corporate Services**

**Department: Information Technology**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
AGI meetings, conferences and general info.	GIS	Normal Office Management Procedures	None	Destroy	
BT SICTP Contract	Information Technology	End contract	20 years	Destroy	
Corporate GIS strategy	GIS	Normal Office Management Procedures	20 years	Destroy	
Invoices/ Software Requisition Forms relating to GIS Unit	GIS	Normal Office Management Procedures	20 years	Destroy	
Land Terrier Management System – project and technical documentation	GIS	At project end	5 Years	Destroy	
NI Mapping Agreement - NIHE and LPS regarding licensing of OSNI products for internal usage	GIS	Normal Office Management Procedures	20 years	Destroy	
Non-Strategic Partner payments	Information Technology	Normal office management procedures	6 years	Destroy	
PRAWL / Repairs contract (Originally ICL, now Fujitsu)	Information Technology	End contract	20 years	Destroy	
Project development, meetings, software applications and data relating to BT, HA Grounds Maintenance, L & P, Research, Rural Unit , NIGIS Strategy implementation	GIS	Normal Office Management Procedures	5 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Reference Guide to GIS data purchased by NIHE and other data of interest to the GIS Unit	GIS	Normal Office Management Procedures	5 Years	Destroy	
Strategic Partner payments	Information Technology	End of BT contract	6 years	Destroy	
Strategic Partner Reconciliations	Information Technology	End of BT contract	6 years	Destroy	
Wheelchair Project	GIS	At project end	5 Years	Destroy	

**Division:** Corporate Services

**Department:** Legal Department

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Advice	Legal Dept	On completion	6 years	Destroy	
Board papers	Legal Dept	On completion	6 years	Review	
Building	Legal Dept	On completion	20 years	Destroy	
Cheque requisitions	Legal Dept	On completion	6 years	Destroy	
Conveyancing	Legal Dept	On completion	10 years	Destroy	
Counsels' opinion	Legal Dept	On completion	Permanent	Permanent preservation NIHE	
Debt	Legal Dept	On completion	6 years	Destroy	
Decrees	Legal Dept	On completion	6 years	Destroy	
Judgements	Legal Dept	On completion	6 years	Destroy	
Litigation (General)	Legal Dept	On completion	6 years	Destroy	
Orders	Legal Dept	On completion	6 years	Destroy	
Payments	Legal Dept	On completion	6 years	Destroy	
Personnel files	Legal Dept	On completion	6 years	Destroy	
P.L.I.C	Legal Dept	On completion	6 years	Destroy	
Policy documents	Legal Dept	On completion	5 years	Review	
Precedents	Legal Dept	On completion	20 years	Review	
Settlements	Legal Dept	On completion	6 years	Destroy	



**Division: Corporate Services**

**Department: Human Resources**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Accident, Incident and Violent Reports	Health & Safety	Normal office management procedures (2 years)	3 years	Destroy	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
BME Survey data	Equality Unit	Data collated and reported on	1 Year	Destroy	
Child Protection Referrals	Equality Unit	When Referred to Social Services	5 years	Destroy	
Communication Support requests and invoices	Equality Unit	Service Provided and Annual report	7 years	Destroy	
Consultation lists and records, Information requests, FOI etc.	Equality Unit	Annual Review	7 Years	Destroy	
Commissioner for Complaints	Human Resources	End of process	10 years	Destroy	
COSHH Assessments	Health & Safety	Keep open until file is reviewed/ updated.	50 Years	Destroy	
Data Reports, including waiting list, allocation, tenants and grants	Equality Unit	Annual Review	20 years	Destroy	
Disciplinary Cases	Human Resources	After Employment ceases	Until age 72	Destroy	
Equal Opportunities Files	Human Resources	End of process	6 years	Destroy	
Equality Reports	Equality Unit	When Written	7 Years	Destroy	
Grievance Cases	Human Resources	End of process	6 years	Destroy	
H&S Audits	Health & Safety	Management response	10 years	Destroy	
H&S Committee Papers/Minutes	Health & Safety	Normal office management procedures (2 years)	1 year	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
H&S Manual	Health & Safety	Superseded	n/a	Retained permanently by NIHE	
H&S Training	Health & Safety	Normal office management procedures (2 years)	6 Years	Destroy	
Industrial Tribunals	Human Resources	End of process	6 years	Destroy	
Information Requests, FOI etc.	Equality Unit	When Written	3 Years	Destroy	
Personal Files - Permanent Employees	Human Resources	Employment ceases	Age 100 years	Destroy	
Personal Files - Temporary Employees	Human Resources	Employment ceases	Age 100 years	Destroy	
PETF	Human Resources	After course is completed	6 years	Destroy	
Promoting Social Inclusion (BSI) Reports	Equality Unit	On completion	3 years	Review	
Recruitment files	Recruitment Services	Final appointment made/reserve list expires	1 year	Destroy	
Risk Assessments	Health & Safety	Normal office management procedures (2 years)	5 years	Destroy	
Training Internal/External	Human Resources	End of recruitment process	6 years	Destroy	
Training Consultants	Human Resources	End of Training process	3 years	Destroy	
Welfare Files	Human Resources	Employment ceases	6 years	Destroy	

**Division: Corporate Services**

**Department: Transformation**

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Administration files	Efficiency Services / PMO	Superseded	2 years	Destroy	
Administration - PMO General	Programme Management Office	Superseded	5 years	Destroy	
Board and Committee papers	Programme Management Office	Implementation of business change	5 years	Destroy	
Business Improvement Project files (working papers, presentations and outcomes)	HB Project CSR Other BI Activity	CXBC Approval or Implementation completion	10 years	Review with view to destroy	
Departmental Reports	Programme Management Office	Actions completed	5 years	Destroy	
Departmental Staff Records	Programme Management Office	Termination of employment	1 year	Destroy	
Gateway Reviews	Programme Management Office	Completion of Recommendations and reporting as required to NIHE Board and DSD	10 YEARS	Destroy	
Grading files (individual) – working papers and outcomes	Efficiency Services	Superseded	5 years	Destroy	
Journey to Excellence, presentations, project files – working papers, strategies and outcomes	Transformation	Date of last activity after change implementation	6 years	Review with view to destroy	
PMO Guidance	Programme Management Office	Superseded	10 years	Destroy	
Procedures and guidance	Efficiency Services	Superseded	5 years	Destroy	

Record Description	Work Area	Closure Action	Retention Period	End Action	Legislation / Policy
Programme Management - High level strategies for business change	Programme Management Office	Implemented and held for Gateway Review	10 years	Destroy	
Project files - Assessment and analysis of workforce requirements	Efficiency Services	CXBC Approval or Implementation completion	10 years	Destroy	
Project Management - Detailed documents to manage, govern and report on projects	Programme Management Office	Implemented and held for Gateway Review	10 years	Destroy	
Social Housing Reform Programme presentations, project files – working papers and outcomes	Transformation	Date of last activity after change implementation	10 years	Review with view to destroy	
Staff files (Appraisal/Performance, grading/promotion, etc.)	Efficiency Services	Termination of employment	2 years	Destroy	
Structure Review files – working papers and outcomes	Efficiency Services	Superseded	10 years	Destroy	
Evidence (Site Visit reports, Submission documentation & Action Plans etc.)	Quality Submissions e.g. EFQM	Conclusion of Submission and Report	10 years	Review with view to destroy	
Subscription to Professional Membership	Programme Management Office	Transferred to NIHE Secretariat. Closed	5 years	Destroy	
Systems thinking Review files – working papers, presentations and outcomes	Transformation	Date of last activity after change implementation	6 years	Review with view to destroy	
Team Meetings	Programme Management Office	Actions Completed	5 years	Destroy	

## Table of Acronyms

Acronym	Description
AGI	Association for Geographic Information
AP	Accounts Payable
APD	Adaptations for Persons with a Disability
AR	Accounts Receivable
ASB	Ant-social behaviour
ASPS	Area Supporting People Partnerships
BACS	Bank Automated Credit System
BCC	Belfast City Council
BME	Black Minority Ethnic
BRIC	Building Relationships in Communities
BT	British Telecommunications PLC
CCTV	Closed Circuit Television
CIPSS	Corporate Infrastructure Projects Infrastructure & Security
CIT	Construction Industry Taxation
COSHH	Control of Substances Hazardous to Health
COT	Commencement of tenancy repairs
CSU	Customer Service Unit
CXBC	Chief Executive's Business Committee
DIU	Divisional Inspection Unit
DLO	Direct Labour Organisation
DPA	Data Protection Act
D&PS	Design & Property Services
DS	Design Services
ECM	External Cyclical Maintenance
Efin	Finance computer system
EJO	Enforcement of Judgments Office
EPF	Exceptional Payment Form
EROS	Electronic Requisitioning of Services
ESF	Environmental System form
ESP	Environmental System Procedures
EU	European Union
FOI	Freedom of Information
GIS	Geographic Information System
GL	General Ledger
HA	Housing Association
HAG	Housing Association Grant
HB	Housing Benefit
HMA	Housing Management Assessment
HMO	House in Multiple Occupation
HNA	Housing Need Assessments
HMS	Housing Management System
HQ	Headquarters
H&R	Housing & Regeneration
HRAN	Housing & Regeneration Advice Note

HSENI	Health & Safety Executive Northern Ireland
ICT	Information & Communications Technology
IFI	International Fund for Ireland
IMS	Information Management System
ISB	Information Services Belfast
JPWG	Joint Party Working group
LAN	Local Area Network
LHA	Local Housing Allowance
LOC	Lock Out Crime
L&P	Land & Property
LPA	Lone Pensioner Allowance
MEI	Multi-Element Improvement
MIS	Management Information System
NIFHA	Northern Ireland Federation of Housing Associations
NIGIS	Northern Ireland Geographic Information System
NILGOSC	Northern Ireland Local Government Officers Superannuation Committee
OSNI	Ordnance Survey Northern Ireland
PETF	Post Entry Training Facility
PLIC	Public Liability Insurance Claim
PMQA	Performance Management & Quality Assessment
PRAWL	Property Record & Waiting List
PSI	Promoting Social Inclusion
PRG	Performance Review Group
PTC	Payments to customers
PSL	Private Sector Landlord
PTS	Payments to tenants
QAS	Quick Address System
RDA	Redevelopment Area
RESUS	Requisition of Supplies & Services
RIDDOR	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
SASSP	South Area Supporting People Partnership
SEUPB	Special European Union Programme Body
SHDP	Social Housing Development Programme
SICTSP	Strategic Information & Communications Technology Services Partnership
SNMA	Special Needs Management Allowance
SO/WQ	Straightforward Order/Written Quotation
SP	Supporting People
SPED	Special Purchase of Evacuated Dwellings
SPIT	P33
SPOD	Small Pockets of Deprivation
SPQ&M	P32
TMS	Time Management System
URA	Urban Renewal Area

**Northern Ireland Housing Executive Disposal and Retention Schedule**

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

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