

Classes of records held by Clare County Council

We maintain a wide variety of records in a number of different formats.

Within the local government sector a record is defined as,

- Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such an activity

This definition is drawn from the National Retention Policy for Local Authority Records in Ireland. This policy was produced by the Local Government Management Services Board (LGMSB) in 2002. You can get a copy from the Local Government Management Services Board (LGMSB) on CD for a once off fee of €40 per CD. This policy document outlines how records should be organised and provides a schedule detailing how long records should be retained for.

Examples of the types of records created or held by Clare County Council can include:

- Minutes of meetings
- letters we received or sent
- notes of telephone conversations
- post-it notes
- maps
- drawings
- papers and files
- photographs
- films
- micro-films and micrographic records
- sound recordings
- pictorial records
- magnetic tapes
- magnetic discs
- optical or video discs
- other machine readable records
- electronically generated and maintained databases
- excel spreadsheets
- e-mails
- GIS systems etc.

Section 80 of the Local Government Act 2001 also states that any such copies made of records either made or received will also be treated as records.

Corporate Services

Classes of records held

- Freedom of Information requests and associated correspondence and documentation
- Data Access requests (under the Data Protection legislation) and associated correspondence and documentation

Publications

- Annual Report.
- Corporate Plan.
- Customer Charter
- Publication Scheme (Section 8 of the FOI Act, 2014)
- An Scéim Teanga.

Water services

Classes of records held

- Application details in relation to each scheme, list of members, technical reports etc
- Certified expenditure accounts
- Reports on water quality
- Details of grants paid
- Financial records of expenditure relating to group schemes
- Existing group schemes (including upgrading and takeover)
- New group schemes
- Subsidy towards operational costs of group schemes
- Grant for the provision or improvement of individual water supply to a house (Bored wells)
- Administration files on the operational area of Water Services. A file index is maintained which lists such files
- Administration files relating to capital projects in the Irish Water Capital Investment Programme. These files include for all matters relating to projects including engineering, financial, legal and so forth. Also includes aspects of tendering, procurement, land acquisition and wayleaves.
- Administration files on water & sewerage small schemes. File contents are as above
- Water quality/sewerage effluent quality. All monitoring results are maintained on file and on computer record in the format required by law. All data is readily available and certain data is always available at the council's website www.clarecoco.ie

Note: As there is a certain overlap in the operation and quality monitoring of Water Services, persons should also consult the records for the Environment Section and the Irish Water website www.water.ie

Tourism and Community Development

Classes of records held

- Membership of the Local Community Development Committee (LCDC)
- Membership of the Strategic Policy Committee for Economic Development and Enterprise.
- Minutes of meetings of the Local Community Development Committee
- Tourism programmes and projects in relation to tourism.
- General socio economic and cultural data relating to Co. Clare and the Mid-West Region.
- Government directives and guidelines in relation to the function.
- Social, economic and cultural profile of County Clare.
- Traveller strategy, newsletters and reports.
- Smoke alarm scheme and records on allocations.
- Service Information Guide for Lone Parents Living in County Clare 2009
- Study into the Barriers and Challenges facing Lone Parents in County Clare
- Quality of Life in Ennis – Key Indicators, Trends and Marketing Options for Hub Towns
- Review of Research into Key Target Groups to inform the County Clare Social Inclusion Strategy
- Files in relation to the Twinning function.
- Files in relation to the functions of the Municipal District of Ennis.
- Files in relation to the Casual Trading function
- Pride of Place Awards (yearly competition, information from initial correspondence with Co-operation Ireland, advertising the scheme, through to final awards ceremony in November.
- Community Tourism Diaspora Initiative files - General file (for advertising etc). Application files hold applications, acceptance of offer forms, payments and excel spreadsheet with all applicants contact details.
- Clare Comhairle na nÓg file –records of quarterly payments to Clare Youth Service and minutes of meetings of the Steering Group Committee.
- National Programme for Play Day and Recreation Week – advertising, applications processed and successful applications paid and excel spreadsheet with all applicants contact details.
- Clare Traveller Inter-agency Group – Funding received from the Department is administrated through Tourism & Community and supports provided to local groups/individuals as required ie Soccer Tournament, Clare Focus Week.
- Playgrounds:- Individual files for each playground that received funding under the Community Playground Grant Scheme 2006 – 2009; Playground Support Scheme 2014 – 2015; Capital Grant Scheme 2015 and Capital Grant Scheme 2016.
- Membership of Community and Tidy Town groups.
- Public Area Enhancement Scheme 2014 - 2016

- Community Tourism Diaspora Project
- General, Audit and priming grant files for burial grounds
- Registers of burials
- Derelict sites register
- Minutes of meetings of Clare County Childcare Committee
- Minutes of meetings of Clare Sports Partnership
- Socio Economic Profile and Pilot Submissions for Rural Economic Development Zones (REDZ)
- Local Economic and Community Plan (LECP) – Public Consultations, Agency Consultations, Submissions, Socio Economic Data and LECP Drafts.
- Local Economic and Community Plan (LECP) Guidance documents and Implementation plans.
- LEADER guidance plans.
- Central Statistics Office (CSO) open source and special request census data 1981 – 2011.
- Place of Work School or College Anonymised Records (POWSCAR).
- Age Friendly County Programme annual reports and meeting records.
- Social Inclusion & Community Activation Programme (SICAP) guidelines, county social data and contract records.
- Recreational projects and facilities managed by Clare County Council.

Planning

Classes of record held - particulars as to access

Development Management:

- Files for all planning applications including decisions, grants of permission and appeals to An Bord Pleanála.
- Pre-Planning files (only available for public viewing post decision)
- Planning Register - all application and decision details and map register of applications and enforcement. The computerised system for planning applications, e-Plan, is available for use by members of the public.
- Part X (requirement for an Environmental Impact Statement, as Appropriate) and Part VIII Development proposals (developments by Clare County Council in its functional area.
- Commencement Notice Register – This register is held by Building Control Section.
- Part XAB (Screening for Appropriate Assessment/Finding Of No Significant Effects Report)
- Section 5 reference files.

Forward Planning:

- **Draft Clare County Development Plan 2017 - 2023**
- Screening Determination for Appropriate Assessment under Section 177U Part X AB of the Planning & Development Act 2000 (as amended)
- Screening Statement for Appropriate Assessment
- Chief Executive's Report to the Elected Members on submissions arising from the "pre-draft" consultation stage

- **Clare County Development Plan 2011 - 2017 (as varied)**
- Manager's Report to Elected Members on Progress Achieved in Securing the Objectives of the Development Plan
- Adopted Variation No. 1 (Volume 8 - Clare County Renewable Energy Strategy 2014 - 2020)
- Manager's Report to the Elected Members on submissions received to the proposed variation no.1
- Adopted Variation No. 2 (Volume 9 - Strategic Integrated Framework Plan For The Shannon Estuary)
- Chief Executive's Report to the Elected Members on submissions received to the proposed variation no.2
- Adopted Variation No. 3 (To incorporate the preferred route of the Limerick Northern Distributor Road)
- Chief Executive's Report to the Elected Members on submissions received to the proposed variation no.3

- **Ennis and Environs Development Plan 2008 - 2014 (as varied)**
- Adopted Variation No. 2 (Also Incorporating Variation No. 1)
- Adopted Variation No. 3
- Determination under Section 177V of the Planning & Development Act 2000 (as amended)

- Manager's Report to the Elected Members on the submissions received to the proposed variation no.3
- **Kilrush Town and Environs Development Plan 2014 – 2020**
- **Shannon Town and Environs Local Area Plan 2012 - 2018**
- **West Clare Local Area Plan 2012 – 2018**
- **South Clare Local Area Plan 2012 - 2018**
- Adopted Amendment No. 1 (To incorporate the preferred route of the Limerick Northern Distributor Road)
- Determination under Section 177V of the Planning & Development Act 2000 (as amended)
- **North Clare Local Area Plan 2011 - 2017**
- **East Clare Local Area Plan 2011 - 2017**
- **Clare County Record of Protected Structure 2011-2017**
- **Ennis & Environs Record of Protected Structures 2008-2014**
- **Kilrush Town & Environs Record of Protected Structures 2014-2020**
- Dept. of Agriculture, Fisheries and Food - afforestation proposals and reports.
- Special development projects
- Exemption certificate application files.
- Part V application files
- Requests for scoping of Environmental Impact Statements.
- Licensing files for signage licences.

c) Enforcement:

- Unauthorised development files for enforcement (not for public viewing with the exception of copies of Warning Letters & Enforcement Notices that can be made available to the public)

d) Quarries:

- Applications for registration of quarries.

e) Bonds/Taking in Charge:

- Bond Register (Not for public viewing)
- Bond Files (Not for public viewing)
- Residential Housing Estate Register
- Taking in Charge Applications
- Unauthorised Development Files for Residential Housing Developments (not for public viewing)

d) Heritage and Conservation:

- Conservation grants files.

e) General Planning Records:

- Files containing file index.
- Records of Strategic Policy Committee meetings held.

The above records can be accessed during normal working hours. Some records on the above files are not available for public inspection in the Planning Section. These include land and property transaction files, information pertaining to Surety Bonds, unauthorised development files, legal advice obtained on any file and files in respect of Part V of the Planning & Development Act, 2000, and Section 38 of the Planning & Development (Amendment) Act 2010.

Format of planning files:

Planning application files are held as follows.

- Files up to end 1987 = microfilm
- Files 1988, 1989 & part 1990 = on CD rom
- Files 1964 to 2006 = paper file for each application available on request 2 days after request is made as the pre 2006 files are held in Archives
- Files 2007 to date = paper file for each application available on current day & are available electronically via ePlan.

Charges may apply for inspection and making copies of planning files. These charges are subject to change annually e.g.:

- For inspection of a file where the file has to be requested from the archives department.
- Getting a copy of a grant of permission or any copies of documentation from a planning file.
- Copies of drawings from planning files are subject to the provisions of the Copyright and Related Rights Act 2000.