



An Chartlann Náisiúnta
National Archives

National Archives **Appraisal Request**

Application for
Disposal of Records

Application for Disposal of Records

All sections should be completed

Prior to completing and submitting this application to the National Archives, we would ask you to consider the following:

- **How significant is the source and context of the records?**

Why were the records created and what function or business area do they support?

- **Is the information unique?**

Do the records contain information that is not available in other sources, or is the information part of an evidential trail of decisions impacting citizens and the State.

- **Do the records document decisions that set precedents?**

Do the records demonstrate the evolution and methodology of decisions that set precedents? This may include policy or legal decisions.

Part 1: Context of records series	
1. Retention schedule	
Is the record series included in your Department/Division retention schedule?	☐ Yes ☐ No
If yes, provide details of your retention schedule below and attach as an appendix to this application.	
If there is no retention schedule, is the record series included in the National Archives generic retention schedule at Records Retention Schedule	☐ Yes ☐ No
If yes, provide details of section and recommended action	

Part 2: General information	
2. Department/office/body	
Name of department/organisation:	
Name and contact of Certifying Officer:	
3. Division/section/unit	
Name of division/section/unit:	
Primary function of division/section/unit:	
4. Policy	
Does the division/section/unit formulate policy or is its activity primarily focussed on conducting administrative actions e.g. processing applications for a specific purpose/grant scheme?	☐ Policy ☐ Administration
Please provide details:	
5. Regulations	
Are there laws/regulations/internal procedures governing the business processes of the division/section/unit?	☐ Yes ☐ No
If yes, provide details:	
6. Other departments/offices	
Are the business activities of the division/section/unit shared with another Department or office or performed as agents of another Department or office?	☐ Yes ☐ No
If yes, provide details:	

Part 3: Overview of disposal application			
7. Title of record series			
Title of series:			
Reference number:			
Short description:			
8. Type of disposal being sought			
☐ Once off If seeking approval for disposal of a finite record series i.e. a series of records with a defined start and end date.		☐ Ongoing If seeking approval for disposal of an accruing series on an ongoing basis i.e. from a defined date going forward	
9. Dates range for disposal			
Once off applications Please indicate earliest and latest date of records for which disposal authorisation is sought.		Ongoing applications Please indicate earliest date of records for which disposal authorisation is sought.	
From (yyyy):		From (yyyy):	
To (yyyy):			

Part 4: Overview of record series	
10. Primary function	
What is the primary function of the record series/why was the record series created?	
11. Original records	
Are the records original or duplicates e.g. duplicated in another record series/sub-series or duplicated in published form?	☐ Original ☐ Duplicates
If duplicates please give details to include original creator and location of originals.	
12. Summary records	
Is there are summary record of the information contained in the series (e.g. Excel spreadsheet/register)	☐ Yes ☐ No
If yes, provide details:	
13. High level records	
Is the information in the record series extracted or summarised in reports such as quarterly records, annual reports, or statistical reports?	☐ Yes ☐ No
If yes, provide details:	

14. Case files	
Are the records case files?	☐ Yes ☐ No
If yes, what process do they illustrate?	
15. Legislation	
Are/were the records created and maintained to comply with legal or other mandatory obligations ?	☐ Yes ☐ No
If yes, provide details:	
16. Procedural manuals	
Are/were there procedural manuals or internal policies governing the creation and/or maintenance of the record series?	☐ Yes ☐ No
If yes, provide details:	

17. Access to records	
Are there any access restrictions ? Do the records contain sensitive or confidential information e.g. personal information that identifies living individuals, information of national security?	☐ Yes ☐ No
If yes, provide details:	
18. Retention of records	
Are there any retention requirements (e.g. legal, regulatory, fiscal, internal administrative requirements)? ¹	☐ Yes ☐ No
If yes, provide details:	

1. Common requirements include but are not limited to: Data Protection Act, 2018; National Archives Act 1986; Comptroller and Auditor General requirements; Public Accounts Committee requirements; Freedom of Information Acts; Potential litigation requiring documentary evidence; Internal Audit considerations; internal records retention schedule.

Part 5: Format and content of records	
19. Record format	
What is the format of the record?	☐ Paper records only ☐ Electronic records only ☐ Both (hybrid)
20. Physical description (paper records)	
What is the physical format of the record series (Please be as specific as possible)?	☐ Numbered files ☐ Loose paper files ☐ Loose sheets in box files/boxes ☐ Forms or other printed documentation ☐ Other (please specify)
Details:	

21. Relationship (paper and electronic records)	
If the series contains both paper and electronic records, indicate the relationship between the two formats	
☐ The paper and electronic records are mirrored	All information is mirrored between the two formats: • all paper information created/received is scanned to the electronic file AND • all electronic information created/received is printed to the paper file
☐ The electronic record is considered the master record	All processing is done on the electronic record: • all electronic information created/received is uploaded/stored to the electronic file AND • all paper information created/received is scanned/uploaded to the electronic file
☐ The records are in different parts	Information is processed/stored in separate formats: • Some information is in electronic form and some in paper form • not all electronic information is printed and not all electronic information is scanned/uploaded

Part 6: Extent and storage of records			
22. File volume (paper and electronic)			
For finite series or once off applications		For accruing series or ongoing applications	
Number of files:		Number of files:	
		Rate of accrual ²	
23. Series volume (paper and electronic)			
What is the current volume of the series?			
Storage type:			
Number:			
24. Arrangement			
How are the records arranged ?		☐ Numerically ☐ Chronologically ☐ Geographically ☐ By subject ☐ Other (please specify)	
Details:			
25. Storage location (paper records)			
Where are the paper records stored?		☐ Office storage ☐ Local (building) storage ☐ Offsite storage ☐ Other (please specify)	
Details:			

2. Approximate number of files created per year

26. Storage location (electronic records)	
Where are the electronic records stored?	☐ External servers ☐ Local servers ☐ Cloud storage ☐ Other (please specify)
Details:	
27. Record/document/content management systems (electronic records)	
Is the record series created/maintained on a specific record/document/content management system e.g. SharePoint/Edocs or database system?	☐ Yes ☐ No
If yes, provide details:	

Part 7: Additional information	
28. Relevant information	
Is there any other information, notes, comments you feel are relevant to your application?	
29. Submission of application (please send to query@nationalarchives.ie with your request for the attention of the head of current records)	
Name of applicant:	
Date submitted to National Archives:	

The National Archives
Bishop Street, Dublin 8,
D08 DF85, Ireland

www.nationalarchives.ie

Phone: +353 (0)1 407 2300
Lo Call: +353 1890 252424
Email: query@nationalarchives.ie

 [@narireland](https://www.instagram.com/narireland)

 [@NARIreland](https://twitter.com/NARIreland)

 [nai-national-archives-ireland](https://www.linkedin.com/company/nai-national-archives-ireland)



An Chartlann Náisiúnta
National Archives