Department for the Economy
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An Roinn Geilleagair

Addendum to the existing Department for the Economy Retention and Disposal Schedule – April 2026

Numbering aligns to approved Schedule

6. Corporate Functions Amendment

Ref. No.	Class	Series	Retention Trigger	Retention Period	Rationale	Final Action
6.36	Subsidy Control	Subsidy Control	File closure	10 years	EU controls and the UK Subsidy Control Act	PRONI Appraisal

'State Aid' has been replaced with 'Subsidy Control' to reflect the current regulatory framework. The term 'State Aid' previously served as shorthand for the EU subsidy control regime, which is no longer accurate, as Northern Ireland is now subject to both EU controls and the UK Subsidy Control Act.

11. Operational Function Amendment

Ref. No.	Class	Series	Retention Trigger	Retention Period	Rationale	Final Action
11.11	Skills	Assured Skills Applicant's Personal Information	Opening date of Assured Skills Academy applications	12 months	GDPR	Destroy

12. Trading Standards Service additions

Ref. No.	Class	Series (records relating to)	Retention Trigger	Retention Period	Rationale	Final Action

12.1	Trading Standards	Criminal or civil enforcement cases resulting in a high penalty	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	PRONI Appraisal
12.2		Criminal or civil enforcement cases resulting in a low to mid penalty.	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.3		Civil Enforcement Case where no action taken – e.g. MCATs and Scams intervention cases	Case Closed	3 years	Business needs	Destroy
12.4		Consumerline Data – civil advice, premises records, customer data	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.5		Gathered Intelligence (including from enforcement partners e.g. PSNI, 5x5x5 forms)	Date intelligence logged	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.6		Communications Data	Document created	5 years	Home Office: Communications Data Code of Practice	Destroy
12.7		Financial Investigation and Recovery Cases resulting in a high penalty	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	PRONI Appraisal
12.8		Financial Investigation and Recovery Cases resulting in a low to mid penalty	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.9		Audio Recordings of Interviews under Caution	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.10		Officer's Notebooks	When notebook finished or Officer leaves TSS	6 years	The Limitation (NI) Order 1989 Art 4	Destroy

Ref. No.	Class	Series (records relating to)	Retention Trigger	Retention Period	Rationale	Final Action
12.11		Seized evidence – documents, exhibits, fake goods	Case Closed	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.12		All Legal Metrology Service requests e.g. verifications, Article 44 certificates, calibrations	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.13		All UKAS Laboratory records e.g. weights, calibrations	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.14		Non-Financial External Audit Documents e.g. UKAS, MID, ICPO	End of Audit	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.15		Information created in relation to new TSS Enforcement policies. This information has been created internally to guide decision making. This relates to any final drafts and significant supporting information	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	PRONI Appraisal
12.16		Information created in relation to new TSS policies not relating to Enforcement. This information has been created internally to guide decision making. This relates to any final drafts and significant supporting information	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy

12.17		Information created in relation to new TSS guidelines. This relates to any final drafts and significant supporting information e.g. TSS Complaint handling and investigatory guidance (X Drive and Content Manager)	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.18		Internal Audits (IAS)	Creation	3 years	Business needs	Destroy
12.19		Templates and procedures	Superseded	3 years	Business needs	Destroy
12.20		Internal TSS team meetings	Last Action	3 years	Business needs	Destroy

Ref. No.	Class	Series (records relating to)	Retention Trigger	Retention Period	Rationale	Final Action
12.21		Training material & presentations	Superseded	6 years	The Limitation (NI) Order 1989 Art 4	Permanent Retention by Department
12.22		Consumerline telephony statistics	Last Action	3 years	Business needs	Destroy
12.23		TSS performance statistics	Last Action	3 years	Business needs	Destroy
12.24		Memorandum of Understanding	End of Understanding	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.25		Organisation wide Forward Work Plans, Business Continuity, Risk Management and Strategies	Superseded	3 years	Business needs	Destroy
12.26		Incidents and Investigations, by external bodies, into TSS – no legal matter arising or complaint upheld e.g. NIPSO	Investigation Closed	6 years	The Limitation (NI) Order 1989 Art 4	Destroy

12.27		Data Protection and FOI Complaints (including EIR)	Case Closed	3 years	Business needs	Destroy
12.28		Health & Safety Inspections (TSS activities) – not premises	Last Action	5 years	Health & Safety Legislation	Destroy
12.29		Documents relating to IT systems integral to their running and long-term use e.g. CIVICA	End of System Life	12 months	Business needs	Destroy
12.30		Consumerline Advice – stage 1 advice (C99 civil advice issued)	Case closed	3 years	Business needs	Destroy
12.31		Engagement with significant stakeholders – e.g. government departments, ALBs CMA, OPSS, CTSI, CPP Groups	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	PRONI Appraisal
12.32		Engagement with less significant stakeholders: This will include records of meetings and advice e.g. large	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
Ref. No.	**Class**	**Series (records relating to)**	**Retention Trigger**	**Retention Period**	**Rationale**	**Final Action**
		companies, Trade Associations, Consumer Organisations (Which? / Advice NI), etc.				
12.33		Guidance for External Use – Websites e.g. DfE Trading Standards, NI Direct, NIBusinessInfo Any TSS publications – e.g. Buying a caravan guidance	Superseded	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.34		Data Privacy Impact Assessments e.g. scams work	Superseded	6 years	The Limitation (NI) Order 1989 Art 4	Destroy

12.35	Legal Services	Legal Advice	Last Action	5 years after final decision	Business needs	Destroy
12.36	Contracts and Other Commercial Relationships	Contracts	End of Contract	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.37		Successful tender Applications	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.38		Unsuccessful tender Applications	Last Action	2 years	Business needs	Destroy
12.39	Press and Public Relations	Media Relations – refers to press releases, media correspondence, social media posts.	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.40		Market Research Reports, Publicity Campaigns and Projects	Last Action	6 years	The Limitation (NI) Order 1989 Art 4	Destroy
12.41		Seminar/Webinar delegate lists	Webinar completed	400 days	GDPR	Destroy
12.42	Customer Relations	Customer Experience Survey contact information	Survey closes	1 year	Business needs	Destroy

Signatories

DfC
Department for Communities
www.communities-ni.gov.uk

PRONI

Addendum to the Department for the Economy Retention and Disposal 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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22 April 2026

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