

Appendix 1

National Archives Act, 1986, Regulations, 1988

DISPOSAL OF DEPARTMENTAL RECORDS UNDER SECTION 7

Form for use by Certifying Officers in connection with Departmental records other than records of the Supreme Court and High Court

CERTIFICATE

I hereby certify that the record(s) (or class(es) of records) described below/in the attached schedule is/are not required in connection with the administration of this Department of State and hereby request authorisation for its/their disposal under section 7 of the National Archives Act, 1986.

Records referred to above:

Certifying Officer
Department/Office/Court

Date:

AUTHORISATION

I am satisfied pursuant to section 7(3) of the National Archives Act, 1986, that the record(s) or class(es) of records referred to above do(es) not warrant preservation by the National Archives and hereby authorise its/their disposal in accordance with section 7(5) of the Act, subject to the following conditions:
State conditions (if any).....

Director or Designated Officer of the National Archives

Date:

Note:

This form may also be used by Departments for disposal of Departmental records (or a class or classes of such records) not in existence at the time of authorisation.

Appendix 1A

National Archives Act, 1986, Regulations, 1988

RETENTION OR DISPOSAL OF DEPARTMENTAL RECORDS
UNDER SECTION 8(3)

Form for use by the Director or designated officer of
the National Archives in connection with
Departmental Records other than records of the
Supreme Court and High Court

CERTIFICATE

I certify, pursuant to section 8(3) of the National Archives Act, 1986, that the record(s) (or class(es) of records) described below/in the attached schedule do(es) not warrant transfer to the National Archives for preservation, and may be retained in the appropriate Department of State, or disposed of as authorised below, subject to the following conditions:

State conditions (if any).....

Records referred to above:

Director or Designated Officer of the National Archives
Date:

AUTHORISATION TO BE COMPLETED IF THE DEPARTMENT OF STATE
WISHES TO DISPOSE OF THE ABOVE RECORDS

I certify, pursuant to section 7(4)(a) and 8(3) of the National Archives Act, 1986, that the record(s) or class(es) of records referred to above is/are not required in connection with the administration of this Department of State and hereby authorise its/their disposal in accordance with section 7(5) of the Act.

Certifying Officer
Department/Office/Court.

Date:

Appendix 2

National Archives Act, 1986, Regulations, 1988

DISPOSAL OF DEPARTMENTAL RECORDS UNDER SECTION 7

Form for use by Certifying Officers in connection with records of the Supreme Court and High Court

CERTIFICATE

I certify that the record(s) (or class(es) of records) described below/in the attached schedule is/are not required in connection with the administration of this Court and hereby request authorisation for its/their disposal under section 7 of the National Archives Act, 1986.

Records referred to above:

Certifying Officer of Court
Date:

CONSENT

I consent to the making of the authorisation below.

Chief Justice/President of the High Court

Date:

AUTHORISATION:

I am satisfied, pursuant to section 7(3) of the National Archives Act, 1986, that the record(s) or class(es) of records referred to above do(es) not warrant preservation in the National Archives and hereby authorise its/their disposal in accordance with section 7(5) of the Act, subject to the following conditions:

State conditions (if any).....

Director or Designated Officer of the National Archives

Date:

Note:

This form may also be used by Departments for the disposal of Departmental records (or a class or classes of such records) not in existence at the time of authorisation.

Appendix 2A

National Archives Act, 1986, Regulations, 1988

RETENTION OR DISPOSAL OF DEPARTMENTAL RECORDS UNDER SECTION 8(3)

Form for use by the Director or Designated Officer of the National Archives in connection with records of the Supreme Court and High Court

CERTIFICATE

I hereby certify, pursuant to section 8(3) of the National Archives Act, 1986, that the record(s) (or class(es) of records) described below/in the attached schedule do(es) not warrant transfer to the National Archives for preservation, and may be retained in the appropriate Department of State or disposed of as authorised below, subject to the following conditions:

Records referred to above:

Director or Designated Officer of the National Archives

Date:

AUTHORISATION TO BE COMPLETED IF THE DEPARTMENT OF STATE WISHES TO DISPOSE OF THE ABOVE RECORDS

I certify, pursuant to section 7(4)(a) of the National Archives Act, 1986, that the record(s) or class(es) of records referred to above is/are not required in connection with the administration of this Court and hereby authorise its/their disposal in accordance with section 7(5) of the Act.

Certifying Officer

Court:

Date:

CONSENT

I consent to the making of the authorisation.

Chief Justice/President of the High Court

Date:

Appendix 3

National Archives Act, 1986, Regulations, 1988

TRANSFER OF DEPARTMENTAL RECORDS TO THE NATIONAL ARCHIVES/

RELEASE OF DEPARTMENTAL RECORDS TO PUBLIC INSPECTION.

Form for use by Certifying Officers and officers working
under the supervision of Certifying Officers

CERTIFICATE

I hereby certify that the attached/record(s)/in the attached Schedule* is/are in order for transfer to the National Archives to/ which is/are already with the National Archives may* be made available for public inspection immediately/on 1 January _____ (Year)

Records referred to above:

Name:

Grade:

Department/Office/Court:

Date:

* Delete as appropriate (this form may be used for either a single record or a number of a number of records, and for records which either are still in a Department or are already with the National Archives, as convenient).

Appendix 4

National Archives Act, 1986, Regulations, 1988

RETENTION OF DEPARTMENTAL RECORDS OR PART(S) THEREOF PURSUANT TO SECTION 8(2)

Form for use by Certifying Officers

CERTIFICATE

I hereby certify that, pursuant to section 8(2) of the National Archives Act, 1986, the record(s) (or class(es) of records) described below or the attached schedule is/are in regular use in this Department or is/are required in connection with its administration and that its/their transfer to the National Archives would seriously interfere with the administration of this Department/Office/Court.

Records referred to above:

Certifying Officer,
Department/Office/Court:

Date:

REVIEW DATE

Date not later than which the record(s) must be reviewed (day, month, year, 5 years hence)

Notes:

1. This form may be used in connection with a class or classes of records only if the class or classes have been prescribed by an order made by the Taoiseach under section 8(11) of the National Archives Act, 1986.
2. This/these record(s) must be reviewed at least once in every period of five years commencing on the 1 January on which they would otherwise have been made available for public inspection, with a view to their being transferred to the National Archives and/or made available for public inspection.

Appendix 5

National Archives Act, 1986, Regulations, 1988

RETENTION OR WITHHOLDING FROM PUBLIC INSPECTION OF DEPARTMENTAL RECORDS PURSUANT TO SECTION 8(4)

Form for use by Certifying Officers

CERTIFICATE

I hereby certify, pursuant to section 8(4) of the National Archives Act, 1986, that to make the record(s) or part or parts thereof or class or classes of records described below in the attached schedule available for public inspection would

(Quote one or more of the reasons for not making records available specified in section 8(4).)

Records referred to above:

Certifying Officer
Department/Office/Court:

Date:

CONSENT

I consent to the making of this certificate.
I do not consent to the making of this certificate.

(delete as appropriate)

Consenting Officer
Department of the Taoiseach
Date:

REVIEW DATE

Date not later than which the record(s) must be reviewed (day, month, year, 5 years hence):

Notes:

1. This form may be used in connection with a class or classes of records only if the class or classes have been prescribed by an order made by the Taoiseach in accordance with section 8(11) of the National Archives Act, 1986.

2. This/these record(s) must be reviewed at least once in every period of five years commencing on the 1 January an which they would otherwise have been made available for public inspection, with a view to their being transferred to the National Archives and/or made available for public inspection.

Appendix 5A

National Archives Act, 1986, Regulations, 1988

RETENTION OR WITHHOLDING FROM PUBLIC INSPECTION OF DEPARTMENTAL RECORDS PURSUANT TO SECTION 8(4)

Form for use by Certifying Officers of the
Department of the Taoiseach

CERTIFICATE

I hereby certify, pursuant to section 8(4) of the National Archives Act, 1986, that to make the record(s) or part(s) thereof or class(es) of records described below or in the attached schedule available for public inspection would:

(Quote one or more of the reasons for not making records available specified in section 8(4).)

Records referred to above:

Certifying Officer
Department of the Taoiseach

Date:

REVIEW DATE

Date not later than which the record(s) must be reviewed (day, month, year, 5 years hence):

Notes:

1. This form may be used in connection with a class or classes of records only if the class or classes have been prescribed by an order made by the Taoiseach in accordance with section 8(11) of the National Archives Act, 1986.

2. This/these record(s) must be reviewed at least once in every period of five years commencing on the 1 January on which they would otherwise have been made available for public inspection, with a view to their being transferred to the National Archives and/or made available for public inspection.

Appendix 6

National Archives Act, 1986, Regulations, 1988

ABSTRACTION OF PART(S) OF A RECORD PURSUANT TO REGULATION 8
Form to be completed and inserted in the original record
in place of each part abstracted

(i) Reference number of the separate cover under which the abstracted part has been filed: _____

(ii) How many documents have been abstracted: _____

(iii) The date of each such document: _____

(iv) The description of each document:

[Where appropriate, a composite description may be entered in respect of two or more related documents]

(v) Reason(s) why the part has been abstracted for retention:

[These will be the reasons given on the certificate under section 8(4)]

Name:

Grade:

Department/Office/Court:

Date:

Appendix 7

National Archives Act, 1986, Regulations, 1988

REVIEW OF DEPARTMENTAL RECORDS UNDER SECTIONS 8(6) AND 10(5)

Form to be completed on every review

The record or part(s) thereof or classes of records described below in the attached schedule below must be reviewed at least once in every subsequent 5 year period with a view to their being transferred to the National Archives and/or made available for public inspection.

Records referred to above:

Due for review not later than	Date reviewed	Outcome of reviews: Release/Retain
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Notes:

1. If following review it is decided that the record may be transferred to the National Archives and/or made available for public inspection, this should be done immediately.
2. If following review it is decided that the record may not be transferred to the National Archives and/or made available for public inspection, a date of a further review should be set. This should be done on a continuing basis until the record is transferred and/or made available for public inspection.
3. This form may be used for single records or attached to a schedule of records which are to be reviewed simultaneously.

GIVEN under my Official Seal,
this 25th day of November 1988