



## Records Retention Schedule

### Owner

Secretary to the College

### Revision History

<b>Date of this revision:</b> 02/06/2016	<b>Date of next scheduled review:</b> 02/06/2017
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Revision Number	Revision Date	Summary of Changes
0.1	June 2016	Initial iteration

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Please refer to the FULL SCHEDULE as record types relevant to your Division/Unit/Office may be listed in more than one section.  
Please note importance of identifying the office with **primary responsibility** for records listed – refer to Records Management Policy for further information.

### Administration/Other Campus-wide Records

General classes of records held	Default retention period	Final disposition
<b>General corporate / administrative records</b>	--	--
University Statutes	Retain indefinitely	Appropriate filing / archiving
Strategic Plans		
University policies and procedures	Retain current until superseded	
Records of Board & Academic Council and their Committees e.g. Principal and Compliance Committees Faculty executives e.g. Agenda, signed minutes, documents relating to agenda items.	Retain indefinitely	
Records of internal/operational meetings (e.g. Courts of Examiners etc.) e.g. agenda, minutes, documents relating to agenda items i.e. reports etc.	Retain for 5 years after relevant action completed	Confidential shredding / secure deletion of electronic records
Records of committees where Division/Faculty/School/Unit represented only (i.e. where office does not hold <u>primary</u> responsibility for records) e.g. agenda, minutes, documents relating to agenda items i.e. reports etc.	Retain for current year plus 1 year, or until actions completed	
College risk register, local risk registers	Retain for 5 years after superseded	
University organisational structure	Retain until no longer relevant / Or until policy to which they relate is superseded	Appropriate filing / archiving
Circulars, memos re policy matters ( <u>master copy held by originating office only</u> )		
Projections and statistical analyses	Retain for current year plus 6 years	Confidential shredding/ secure deletion of electronic records
General (non-HR) written allegations / complaints: records received/created as a result of investigating allegations/complaints	Retain for 5 years after resolution of complaint or from date of last correspondence	
General (non-HR) written allegations / Complaints: records received/created as a result of investigating allegations/complaints - significant cases which set precedents or result in changes to University policy	Retain indefinitely	Appropriate filing / archiving
Hand written notes taken by recording secretary present at meetings	Retain until minutes have been agreed and signed by chairman at following meeting of the committee	Destroy confidentially, as appropriate
Elections to Board - voting records etc.	Retain for current year, or until they cease to be of administrative use	

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General classes of records held	Default retention period	Final disposition
Routine administration records	Retain for current year, or until they cease to be of administrative use	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
General correspondence, including emails		
<b>Other administration records specific to Faculties and Schools</b>	--	--
Quality reports, quality assurance peer reviews	Retain until superseded	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Teaching allocations / semester schedules		
General correspondence including emails (e.g. requests for Dean/Heads to speak to societies, requests for funding etc.)	Retain for current year, or until they have ceased to be of administrative use	
External liaison – e.g. correspondence with accreditation bodies etc.	Retain indefinitely	Appropriate filing / archiving
Records of awards: faculty teaching & other		
<b>Legal records</b>	--	--
Legal cases	Retain indefinitely	Appropriate filing / archiving
Legal advice		
Legal correspondence		
Copyright records / trademark registrations		
Contracts for services	See also “Procurement” & Capital Projects” in Finance section	--
Commercial contracts		
Maintenance contracts	See also “Buildings & Estates” section	--
<b>Publications</b>	--	--
Annual reports/Faculty reports, School booklets, course handbooks etc.	Retain 2 copies for University record and destroy remainder, once superseded	Appropriate filing / secure archiving / destruction

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## Research Records

Note: All records to be managed in keeping with the [TCD Good Research Practice Policy](#)

General classes of records held	Default retention period	Final disposition
Proposal / research funding applications (e.g. forms, applications, reports, minutes, additional supplementary materials etc.): Records relating to successful applications	Retain within relevant School Research Institute/Centre/Group for 10 years from submission of final report; OR for the duration specified in the contract with funding provider, whichever is longer	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Records relating to unsuccessful applications	Retain within relevant School Research Institute/Centre/Group for 2 years	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Research project administration e.g. Research contracts, reports, correspondence and other administration, formal reviews, non-disclosure/confidentiality agreements etc.	Retain within relevant School/Research Institute/Centre/Group for 10 years from submission of final report OR for the duration specified in contract with funding provider, whichever is longer	
Finance records e.g. original records relating to accounts payable/receivable; bank records; financial statements; original expenses/travel claims forms and receipts; procurement; payroll	See 'Finance' section	See 'Finance' section
Reporting Papers, reports (annual, final) etc.	Retain within relevant School/Research Institute/Centre/Group indefinitely	Appropriate filing / archiving
Research data and findings Laboratory notebooks, statistical records, interview transcripts etc.  Personal data is subject to the Data Protection Acts 1988 & 2003. Researchers should undertake, at the earliest opportunity, to anonymise personal data held for the purposes of research.	As per the <a href="#">TCD Good Research Practice Policy</a>	As per the <a href="#">TCD Good Research Practice Policy</a>
<b>University - industry interaction / campus companies/ intellectual property</b>	--	--
Records relating to establishment of campus companies	Retain for a minimum of 5 years AND in accordance with any additional specific requirements	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Commercialisation of research: legal, financial, general correspondence etc.		
Records relating to University owned inventions / intellectual property: patents, copyrights, trademarks, registered designs and other expressions of intellectual property, intellectual property & licence agreements, confidentiality agreements etc.		

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General classes of records held	Default retention period	Final disposition
Copyright records / trademark registrations	Retain indefinitely See also, "Legal Records" for further information	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records

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## Faculty, School and Student Records

General classes of records held	Default retention period	Final disposition
<b>Programme development / accreditation</b>	Retain indefinitely	Appropriate filing / archiving
<b>Student applications</b>	--	--
Records of successful applicants <u>via CAO</u>	Retain for duration of studies * plus 3 years	Confidential shredding / secure deletion of electronic records
Records of successful <u>direct entry</u> applicants (undergraduate and postgraduate): e.g. applications, submitted transcripts, references, letters of support, letter from nominating supervisor, thesis proposals etc.		
Records of unsuccessful applicants (undergraduate & postgraduate) where no appeal initiated (appeal process relevant to direct entry applications only)	Retain for no longer than two years. Anonymised applicant data may be retained for as long as required for administrative/statistical use.	
Unsuccessful applicant appeals submissions, appeal committee reports/outcomes	Retain for 5 years following completion of action	
Overseas recruitment / exchange, agreements, etc.	Retain for duration of agreement with agent plus 2 years	
<b>Undergraduate and postgraduate University records maintained by SAA</b>	--	
Student enrolment record (incl. student name, ID number, contact details on SI system etc.)	Retain indefinitely	Appropriate filing / archiving
Records including: Student registration, grant records, awards/scholarships, extenuating circumstances forms, requests for extensions, leave of absence, deferral, transfer, readmission, exemptions, student status etc.	Retain for duration of studies * plus 3 years	Confidential shredding / secure deletion of electronic records
University correspondence with students: General undergraduate / postgraduate etc.		
<b>Undergraduate and postgraduate files <u>not held centrally</u></b> (i.e. maintained by Offices other than Academic Registry) such as: Records relating to access, disability, co-operative education and careers, lifelong learning and outreach, references, medical / sick certificates and university correspondence with students such as that relating to mature years / Socrates / Erasmus etc.		
Student fees / financial: Records re student fees, payment records, bank giros		

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General classes of records held	Default retention period	Final disposition
Postgraduate research students: Academic progress records, not held centrally in Academic Registry Student records re supervision and support not held centrally in Academic Registry	Retain for duration of studies * plus 3 years	Confidential shredding / secure deletion of electronic records
Postgraduate theses	Retain indefinitely	Appropriate filing / secure archiving
Records of student awards, prizes		
Student discipline records: 1. Records relating to minor offences 2. Records relating to major offences	1. Retain for duration of study* plus 7 yrs 2. Retain for duration of study* plus 25 yrs	Confidential shredding / secure deletion of electronic records
Garda Vetting records: 1. Originating from: Garda Vetting Bureau 2. Other Vetting Agencies	1. Retain for duration of study* plus 1 yr. 2. Retain for duration of study* plus 3 yrs.	Confidential shredding / secure deletion of electronic records
<b>Examination, results, graduation records</b>	--	--
Examination papers (and related records i.e. recommended marking scheme, suggested solutions etc. where relevant)	Retain indefinitely	Appropriate filing / archiving
Records which contribute towards module grade and which have not been returned to students: e.g. examination scripts, essays, case studies, cooperative education reports etc.	Retain for 13 months following deadline for appeal	Confidential shredding/ secure deletion of electronic files
Final Year Projects (FYPs) and associated records, raw data etc.	Retain for 3 years following deadline for appeal (FYP may be held in relevant Departmental Office or Glucksman Library)  Other records including raw data to be retained within relevant Department/ Research Institute/Centre/Group)	Confidential shredding / secure deletion of electronic records
Examination scripts which undergo recheck / appeals procedures. 1 Original examination script record – recommended that such scripts be retained on file centrally in relevant Head of School Office 2 Academic Registry: Examinations Recheck and Appeal form, outcome record	1. Retain for 2 years after action completed 2. Retain indefinitely	1. Confidential shredding 2. Appropriate filing / secure archiving
External examiners' reports	Retain for a minimum of current year plus 3 years (until no longer required)	Appraise and evaluate for archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
External Examiners correspondence, meetings records etc.	Retain for current year plus 3 years	Confidential shredding / secure deletion of electronic records



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General classes of records held	Default retention period	Final disposition
Records of module grades	Retain indefinitely	Appropriate filing / secure archiving
Amendment to marks, published results/grade alteration correspondence		
Formal broadsheets		
Examination board meeting records		
Student academic transcript		
Conferring records		
Alumni records		

*\*Duration of study\* may be interpreted as a student's completion or discontinuation of their programme of study.*

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## Finance Records

General classes of records held	Default retention period	Final disposition
<b>Accounts payable</b>	<p><b>Core budgets:</b> Retain for current year plus 6 years and C&amp;AG audit signed off plus additional time if required by contract.</p> <p><b>Research budgets:</b> Retain records linked to research projects for the duration specified in the contract with funding provider or research programme* and C&amp;AG audit signed off</p>	Confidential shredding / secure deletion of electronic records
Batches of invoices and vouchers		
VAT records		
Tax clearance certificates		
<b>Accounts receivable</b>		
Debtors ledgers		
Income listings		
Income control accounts		
Receipts reconciliation		
<b>Bank records</b>		
Paid cheques		
Bank reconciliation		
Bank statements		
<b>Financial Statements</b>		
Annual financial statements		
Final budget reports		
Registers maintained in FSD under statute i.e. register of insurances, mortgage assets		
<b>Fixed assets</b>		
Records of University properties, sale and purchase		
Asset register		
<b>Agreements</b> Rental, lease, use, occupancy	Retain indefinitely	Appropriate filing / secure archiving
<b>Capital Projects</b> records	Retain for 10 years after completion of project and following C&AG audit sign off	Appraise & evaluate for archiving where relevant otherwise, confidential shredding / secure deletion of electronic records

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General classes of records held	Default retention period	Final disposition
<b>Other records</b>	Retain indefinitely in original form	Appropriate filing / secure archiving
Audit reports / records		
Internal financial policies, accounting standards, procedures etc.	Retain until superseded or C&AG audit signed off, whichever is the later	Confidential shredding / secure deletion of electronic records
Expenses/travel claims forms, all supporting receipts	<p><b>Core budgets:</b> Retain for current year plus 6 years and C&amp;AG audit signed off plus additional time if required by contract.</p> <p><b>Research budgets:</b> Retain records linked to research projects for the duration specified in the contract with funding provider or research programme* and C&amp;AG have signed off on the audit</p>	
Cancelled cheques	Retain until C&AG audit signed off	
Receipt books		
Purchase order books		
Voucher books		
Stores requisition books		
General correspondence	Retain for current year, or until they have ceased to be of administrative use	Appraise & evaluate for archiving where relevant otherwise, confidential shredding / secure deletion of electronic records

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General classes of records held	Default retention period	Final disposition
<b>Procurement</b>	--	--
Procurement records: purchase orders, requisitions etc.	<b>Core budgets:</b> Retain for current year plus 6 years and C&AG audit signed off plus additional time if required by contract	Appraise & evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Tender documentation (incl. specifications, quotations, plans, drawings etc.)	<b>Research budgets:</b> Retain records linked to research projects for the duration specified in the contract with funding provider or research programme* and C&AG audit signed off	
Contracts for services	Following completion of contract, retain for current year plus 6 years and C&AG audit signed off	Appraise & evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Commercial contracts		
Unsuccessful tender documentation	Retain for current year plus 2 years	Confidential shredding / secure deletion of electronic records
<b>Payroll</b>	--	Confidential shredding/ secure deletion of electronic files
Pay-sheets, authorisations to deduct tax details of staff, appointment details, payscales	Retain on personnel file for duration of employment and for 5 years after last pension payment	
Listings / payslips		
<b>Records held by Divisions/ Schools/ Offices etc. other than finance/accounts sections</b>	--	--
Financial - budgets / costings Faculty/School/ Division budget records, departmental revenue/expenses etc.	Retain for current year plus 6 years	Confidential shredding / secure deletion of electronic records
Invoices – copies, if held (originals held in Finance Division)	Retain for current year plus 2 years	

**\* IMPORTANT - Abide by the records retention requirements provided for in the contract with the funding provider / research programme, where relevant**

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## HR Records

General classes of records held	Default retention period	Final disposition
Unsolicited applications for positions	None	Confidential shredding
<b>Recruitment / competition files / assessment boards, promotions boards</b>	--	--
Vacancy notification Advert copies Job description Selection criteria	Retain indefinitely	Appropriate filing / archiving
Candidates not qualified or short listed for interview: Cover letters, application forms/CVs etc.	Retain until review period has passed, final appointment has been approved plus 2 years	Confidential shredding /secure deletion of electronic files
Applications and CVs of candidates shortlisted for interview but who do not attend: Cover letters, application forms/CVs etc.		
Candidates short listed and who attend interview but who are not successful or who are successful but do not accept offer: Cover letters, application forms/CVs etc.		
Interview Board marking sheet Interview Board notes Panel Recommendation by Interview Board		
<b>Payroll</b> Pay-sheets, authorisations to deduct tax details of staff, appointment details, payscales	See "Payroll" in Finance Section	--

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General classes of records held	Default retention period	Final disposition
<b>Personnel Files</b>	--	--
<p>May include such records as:</p> <ul style="list-style-type: none"> <li>• Personal contact details</li> <li>• Staff identification number</li> <li>• Application form/CV/cover letter</li> <li>• Contract of employment (offer of appointment, date appointed)</li> <li>• Evidence of education qualifications</li> <li>• References</li> <li>• Questionnaire on criminal offences</li> <li>• Recruitment medical</li> <li>• Probation forms</li> <li>• Salary rates and increments</li> <li>• Service records</li> <li>• Completion of mandatory training (where relevant)</li> <li>• Termination notices</li> <li>• Training and development records</li> <li>• Safety training records</li> <li>• Occupational health reports</li> </ul> <p>Leave records relating to: Sabbatical, Secondment, Career break, Sick Leave, Shorter-working year/Term-time, Job-share scheme, Part-time Working records, Parental leave, Adoptive Leave, Maternity Leave, Research Leave, Force Majeure, Examination, Jury Leave, Bereavement Leave etc.</p>	Retain on personnel file for duration of employment and for 5 years after last pension payment	Confidential shredding /secure deletion of electronic files
Annual Leave	Retain locally (not held centrally within HR) for current year plus 4 years	
<b>Superannuation / retirement records</b>	Retain on personnel file for duration of employment and for 5 years after last pension payment	Confidential shredding /secure deletion of electronic files
<p><b>Discipline records</b></p> <p>Records relating to disciplinary actions taken against employees e.g. warnings, suspensions recorded, or copy warnings placed on an employee's personnel record etc.</p>	Retain as set out in Statute No. 4	
<p><b>HR allegations and complaints</b></p> <p>Written allegations / complaints: records received/created as a result of investigating allegations / complaints</p>	Retain in accordance with relevant Policy	

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General classes of records held	Default retention period	Final disposition
Written allegations / complaints: Records received/created as a result of investigating allegations / complaints - significant cases which set precedents or result in changes to University policy.	Retain indefinitely	Appropriate filing / secure archiving
<b>Occupational health records, health and safety</b>	--	--
Safety policies e.g. Safety Statement, Executive Crisis Management plan, Building Emergency Evacuation plans, Departmental Safety Codes of Practice, Local Safety procedures, Radiation Safety Manual, etc.	Retain for 5 years after superseded then destroy	Confidential shredding/ secure deletion of electronic files
Safety promotions, campaigns, etc. e.g. Health promotion plans, workplace campaigns, implementation of protection and healthy workplace arrangements)	Retain for 5 years	
Fire drill records		
Safety training records	Retain on personnel file for duration of employment and for 5 years after last pension payment	
Risk assessments records e.g. general, chemical agent, DSE, manual handling, radiation, biological agent, construction, pregnant employee, etc.	Retain for 5 years after superseded or after activity ceases, whichever relevant	
Incident reports e.g. Accident reports and dangerous occurrence report forms	Retain for 7 years after date of incident See also "Insurance" section	
Occupational health reports (including consultant physician's reports) Reports relating to personnel.	Retain on personnel file for duration of employment and for 5 years after last pension payment	
Occupational health reports Reports not relating to specific members of personnel.	Retain for 40 years after date of incident	Appropriate filing / secure archiving
Safety audits, investigations and safety evaluation records <u>where cases result in significant changes to policy</u>	Retain indefinitely	
Notifications of personal accidents or hazardous situations on campus (which result in injuries / compensation claims)	Please refer to "Insurance" section	--

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General classes of records held	Default retention period	Final disposition
<b>Employee relations</b>	--	--
Union correspondence Third Party recommendations e.g. Employment Appeals Tribunal (EAT), Labour Court, Equality Tribunal, Labour Relations Commissions etc. Awards and agreements records Individual industrial relations issues Claims records (e.g. correspondence, status records etc.)	Retain indefinitely	Appropriate filing / secure archiving
<b>Records held by Schools/Divisions/Offices etc. other than Human Resources</b>	--	--
Employee requests for research leave (copies - originals held by HR) Leave of absence forms Copies signed by Dean/Head of School/Area Employee sick Leave forms copies held (originals held by HR)	Retain for current year plus 4 years	Confidential shredding/ secure deletion of electronic files



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### Classes of records held by specific University offices/areas

General classes of records held	Default retention period	Final disposition
<b>Estates and Facilities</b> See also, "Finance" and "Procurement" sections	--	--
Physical planning records, property deeds, campus plans/maps, planning applications/approvals	Retain indefinitely	Appropriate filing / secure archiving
Maintenance records (buildings, structures, grounds) 1. Major maintenance, conservation work/fitouts of local, state or national significance 2. All other major maintenance work/fitouts 3. Routine maintenance, cleaning work	1. Retain for 7 years following completion 2. Retain for 7 years following completion 3. Retain for 2 years following completion	Confidential shredding/ secure deletion of electronic files
Records pertaining to security operations, lists of keys issued, office space	Retain until superseded	
Inspection records (works equipment etc.)	Retain for 5 years from date of inspection	Confidential shredding/ secure deletion of electronic files
Security – CCTV footage	Retain for a maximum of 1 month, unless specifically required for investigation/ security/safety/legal purposes.	Secure deletion of electronic files /overwriting from recording system
<b>Insurance</b>	See also, "Legal" section	--
Insurance policies	Retain for 7 years and C&AG audit signed off	Confidential shredding/ secure deletion of electronic files
Claims correspondence and records of providing legal support & representation in dealing with claims by or against the University which do not proceed to litigation or settlement by an agreement	Retain for 7 years following settlement OR withdrawal of claim	
Claims correspondence and records of litigation with third parties	Retain indefinitely	Appropriate filing/ secure archiving
<b>Library</b>	--	--
Non-active borrower details	Retain for 5 years from date of last activity	Secure deletion of electronic files
Borrower details where book returns / fines remain outstanding	Retain while account remains outstanding. Once account closed, treat as "non-active borrower details" as above	--
<b>IT Services (ITS)</b>	--	--
ITS records of Emails sent and received, internet & computer usage (student and staff) and backups	Retain for 12 months	Secure deletion of electronic files

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General classes of records held	Default retention period	Final disposition
<b>College Health Centre and Student Counselling Service</b>	--	--
College Health Centre - medical records	Retain for the duration of student's studies plus 8 years.	Confidential shredding/ secure deletion of electronic files
College Health Centre - mental health records	Retain for the duration of student's studies plus 20 years	
Student Counselling Service - Student records, case notes, assessment reports, recommendations		
<b>Public Affairs and Communications</b>	--	--
University press releases	Retain indefinitely	Appropriate filing / secure archiving
PR campaigns		
Formal records of ceremonies / functions i.e. honorary conferrings, VIP visits, presidential inaugurations etc. (e.g. photographs, audio-visual recordings, programmes of events as relevant)		
<b>Secretary's Office/ Information Compliance</b>	--	--
Ethics in Public Office statements of interest (Designated Directors & Designated Position holders)	Retain for 15 years	Confidential shredding/ secure deletion of electronic files
FOI / Data Protection: decisions on requests	Retain indefinitely	Appropriate filing / secure archiving
FOI / Data Protection: other records relating to requests	Retain for 7 years after final action completed	Confidential shredding/ secure deletion of electronic files