


Record Retention Policy		
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Record Retention Policy

Revision History

Revision	Date	Revision Description DCRT#	Originator
00	15 Mar 2004	New Document	FOI Officer
01	29 August 2007	Update and addition of reference to ca records and QA1, QA2, QA3 forms	Registrar
02	13 Aug 2008	Title change of Director to President	QA Officer
03	19 Jan 2009	Updated to include garda vetting, ethics and student placement reports etc.	QA Officer
04	29 Sept 2009	Update to exams section	QA Officer
05	4 May 2012	Update to Access Office section re:ESF	QA Officer
06	15 July 2013	Update to Garda Vetting section	GV Administrator

1. Purpose

Under the Freedom of Information Act 1997, & 2003 the Institute is obliged to comply with legislation and publish a Records Management and Retention Policy.

2. Scope

This document is relevant to all staff, public and students.

The record retention schedule provides a mechanism to help ensure the Institute is maintaining necessary records for an appropriate length of time

The Institute is committed to effective records retention to ensure that it

- meets legal standards;
- optimizes the use of space
- minimizes the cost of record retention
- preserves the history of the Institute
- destroys outdated and useless records

Records included in the record retention schedule should be original, unique or of continuing importance to the Institute. They should have legal, fiscal, administrative or historical purpose. Duplicate or multiple copies of these records should be disposed of when they are outdated and no longer useful.

3. Definitions

4. Policy

The record retention schedule determines:

- what records the Institute has to retain in order to function and carry out its responsibilities.
- how long the records have to be retained

5. Procedure

The retention period should be the length of time that the record is useful or required to be kept by an external source, such as the law. Although a length of time may be specified some departments may elect to keep some documents longer. This is a decision for each particular department, however, space requirements and costs should be considered. If any record is related to an unresolved complaint, dispute or litigation involving the Institute, that record should not be discarded or destroyed regardless of the provisions of this record retention schedule.

Records whose retention periods have expired should be destroyed promptly. Obsolete records absorb space, equipment, and supplies needed for active records, and make it more difficult to retrieve needed information from overcrowded filing cabinets.

6. Records

INSTITUTE OF TECHNOLOGY BLANCHARDSTOWN RECORD RETENTION POLICY Version 1 Date 19th March 2004

Please refer to Intranet for most updated version

Documents/Records	Retention Requirement
PRESIDENT'S OFFICE	
Governing Body - Minutes of meetings, backup materials, official correspondence.	Permanent
General information files containing a wide range of materials pertinent to the operation and interest of the President's office	3 years
Strategic plans	Permanent
Circular letters and government reports	Permanent
Senior Management Team	
Approved minutes of meetings and supporting documentation	Permanent
Office of the Registrar	
General information files containing a wide range of materials pertinent to the operation and interest of the Registrar's office	3 years
New course approvals	Duration of course + 5 years
Circular letters and government reports	Permanent
Department of Education THAS Figures	Permanent
External examiners reports, programmatic review	5 years or until next programme review whichever longer
Documents and correspondence relating to litigation or disputes which have been completed or settled	3 Years. However if the dispute or litigation were with a member of staff it will be destroyed 3 years after the member of staff ceases to be employed by the Institute If the dispute or litigation were with a student of the Institute, it will be destroyed 3 years after the student ceased to be a registered student of the Institute.
Prospectus, student handbooks, graduation booklets	Permanent
Academic Council	
Minutes of meetings, backup materials	Permanent
General correspondence	3 years

Admissions	
CAO application forms (registered students)	Course commencement date plus one year
Direct applications	Course commencement date plus one year
Supplementary application information	Course commencement date plus one year
Registration forms and any back-up material	2 years
Student Records	
Including name, address, date of birth, next of kin, socio economic background, places of employment, type of employment, etc	Permanent
Medical certificates submitted by students to academic schools	3 months after student completes the relevant academic year
Fees and Grants	
Documentation relating to student fees	2 years
Documentation relating grants/scholarships/financial aid/wave of fees including eligibility, attendance reports, bank reconciliation, etc. (database)	2 years
Examinations	
Hard copies of examination papers	2 Years
Examination entries	2 years
Past examination papers on Institute Intranet	5 years
Examination results – broadsheets	Permanent
Examination results - Individual module sheets signed by external and internal examiners	Permanent
Examination appeals documentation	2 years after the student ceases to be a registered student of the Institute provided no litigation is initiated during that period
Examination invigilators – lists and general correspondence.	3 years
Examination invigilators – claims	7 years
Academic Courses	
Course submission documents	5 years or one after programmatic review
Approved course schedules	5 years or one after programmatic review
Certificate of course approval	5 years or one after programmatic review

Library	
Book records	Updated on ongoing basis
Financial reports	7 years
Borrowing records	deleted once transaction completed
Electronic publications	Updated on ongoing basis
Quality Assurance	
Signed minutes of meetings, backup materials	Permanent
General correspondence	3 years
Procedure & guideline document master copies and approval records	Permanent/Obsolete versions for 2 years
Computer/MIS/Telephone System	
Network account usernames	Maintains record until individual leaves the Institute, and security copies for a further 3 months
Internal staff details on email and telephone systems	Maintains record until individual leaves the Institute, and security copies for a further 3 months
Web proxy logs	Maintains record until individual leaves the Institute, and security copies for a further 3 months
Online payments records	Deleted upon course commencement or cancellation of course.
Email logs	Kept for 30 days and then deleted
Finance and Budgetary	
	7 years
Sports and Recreation	
Information regarding active sports clubs, participants, coaches	3 years
Funding and expenditure	7 years
Sports Scholarship information – criteria, application forms, updated information on existing scholarship recipients, funding of scholarships	7 years
Staff & Student personal information - Health Screening Forms	1 year
Counselling -	
Confidential student records, case notes, assessment reports and recommendations.	10 years
Careers and Appointments Service	
Job applications	1 year
First destination statistics of graduates	Permanent
Employer database – list of employers who contact the Careers Service	Updated each year

with job opportunities for graduates	
Access Officer	
Records of participation including consent and medical forms for children from primary and second level schools who were involved in activities under schools programme	1 year
Records of student applications under the Access programme	1 year after completion of course
Confidential student records including supporting documentation and records of accommodations and supports provided	1 year after completion of course
Records of funding allocated by DoES through the Disability Fund and Student Assistance Fund	7 years
Annual report on Disability Support Service	Permanent
Annual report on operation of Student Assistance Fund	Permanent
General correspondence	3 years
ESF Documentation	3 years after the European Commission makes the final payment for the programme concerned. This will mean that documents will need to be retained until the end of 2022 at the earliest.
Health Service	
Medical records for students who attended Student Health Unit	10 years
Medical Records for staff who attended Student Health Unit	10 years
Accident report forms for students and staff	10 years
The Chaplaincy Service	
Records for current academic year only	1 year
Hardship Fund records	7 years
Office of the Secretary/Financial Controller	
Tender documentation	7 years
Insurance documentation	7 years
Capital projects files	Permanent
Department of Education budget files and correspondence	Permanent
Signed financial statements and audit reports	Permanent
Final operating programme and budgets	10 years
Internal audit reports	10 years
Legal documents and correspondence	Permanent

Human Resources	
Equal Opportunities Policy / Dignity Policy	Permanent
Personnel records - employment history, qualifications, training, salary increments, appointment and termination details, medical certificates, leave of absence, birth certificates, staff development.	Permanent
Application forms and any other documentation in respect of applicants who are not offered positions	2 years from the date they were received
Copy of public advertisement, schedule of interviews, shortlisting criteria and recruitment screening form	Permanent
Administration - staff structures, letters, circulars, pay scales, allowances from the Department of Education and Science	Permanent
Superannuation - certificates of service, department returns, superannuation schemes, salary details, benefit statements	Permanent
Finance Department	
Purchase requisition.	7 years
Purchase orders. (copy)	3 years
Purchase invoices. Paid and unpaid (paid are filed per payment run)	7 years
Schedules of weekly payments	7 years
Paid expense claim forms	7 years
Copies of all fee refunds	7 years
Copies of all student assistance	7 years
Copies of weekly payment runs	7 years
Prompt payment weekly interest calculations	7 years
Monthly creditors statements	3 years
Copy payslips	Permanent
All payroll reports for weekly, monthly and part-time staff.	7 years
Tax free allowances (disc)	7 years
Memos from personnel for payroll calculations	7 years
P35s and P30s and P60's	7 years
Deduction forms for staff including monthly list of deductions paid	7 years
Bank statements	7 years
Bank correspondence	7 years
Bank reconciliation records	7 years
Correspondence from Dept of Education re all E.F.T transfers	7 years
Monthly cashflows as submitted to the Dept of Education	7 years
Copies of VAT 3 returns, withholding tax returns and subcontractors returns.	7 years
Deposit interest certificates	7 years
Files on all capital projects.	7 years
Fixed asset files	7 years

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Finance Department	
Audit files as prepared for the comptroller and auditor general	7 years
Monthly governing body financial reports	Permanent
Working files for pay and non-pay expenditure for operating programme budgets	5 years
TLT returns	7 years
Monitoring reports	7 years
Miscellaneous Internal budget reports (pay and non-pay)	3 years
Minutes of meetings relevant to the Finance office and other staff members	3 years
Copies of financial procedures	Permanent
Interim and final financial reports submitted to awarding bodies	7 years
Accumulate Surplus and commitments reports	7 years
Financial reports for student assistance and disability reports.	7 years
Creditors records	3 years
Creditors Statements (once reconciled with balances)	3 Months
Copy payslips: keep them only for as long as required by Inspector of Taxes	6 years
Minutes of course boards, senior management of school could be destroyed within 7 years unless HETAC requires otherwise.	
Office of the Head of Development	
All records pertinent to the following:	
Strategic planning for the Institute	6 years
Capital projects	Permanent
Minor capital works	7 years
Research and development	7 years
Funding for buildings from public, private and foundation sources	7 years
International and European office direction and control	5 years
Institute – industry interaction	3 years
Development of incubator centres for technology start-up companies	Permanent
Postgraduate Diploma and Master level courses run jointly with other Third Level Institutions in Ireland or Internationally	5 years
European Union Programmes such as Socrates and Leonardo	5 years
Campus companies and the commercialisation of research - legal documentation	Permanent
Campus companies and the commercialisation of research - financial documentation	7 years
Campus companies and the commercialisation of research - general correspondence	3 years

Office of the Head of Development	
Intellectual property rights	Permanent
Health and safety within the Institute.	Permanent
External Services Office	
(unless otherwise recommended by specific funding organisations)	
Customised training records	5 years
Call for proposals for research applications	7 years
Information on research programmes available	5 years
International Office	
Enrolment records for EU and non-EU students	5 years
Financial agreements for ERASMUS programmes applications to programmes	5 years
Applications to programmes	2 years
Buildings Office	
Tender documentation	3 years
Tender reports	3 years
Minutes of site meetings	Do not retain
Contract correspondence	Do not retain
Contract's safety files	Permanent – legal requirement 3 yrs after contract is complete
Energy management files	Do not retain
Bookings and space allocation records	Do not retain
Cleaning schedules	Do not retain
Car parking violations	Do not retain
Maintenance requests	Do not retain
Drawings/plans	Do not retain
Signed minutes with relevant backup documentation	Do not retain
Contracts signed under seal	12 years
Relevant contract information (design teams, building contractors and service providers)	3 years
Self-Financing Activities	
Audited financial statements of Bioserv	7 years
All books and records in relation to research funding awarded and interim and final financial reports.	7 years

ACADEMIC DEPARTMENTS	
Schools/Departments	
School publications	5 years
Minutes of meetings - Course Boards, Senior Management of the School	Permanent
Financial and Budgetary Information	7 years
Examination solutions	18 months
Examination scripts (HETAC and Apprentices)	12 months
Continuous assessment coursework materials on paper	12 months
Continuous assessment physical (non-paper) material	12 months (or shorter duration to be determined on an individual basis by the relevant department if physical size or resources tied-up makes 12 months retention impractical, but a minimum retention will be until one week after final date for lodging examination result recheck/review application)
QA1 forms (4FCD06) (Survey of students by lecturer)	Until relevant QA2 summary form is completed by staff member and accepted by Head of Department
QA2 forms (4FCD07) (Summary of survey of students by lecturer)	Until relevant summary is completed by Head of Department and accepted by Course Board
QA3 forms (4FCD08) (Department survey of students)	Until relevant summary is completed by Head of Department and accepted by Course Board
Examination claim sheets for the correction of scripts	7 years
Staff expenses	7 years
Part-time hours	7 years
Timetables	1 semester
Staff lists, addresses and contact numbers	duration of employment and updated on ongoing basis
Correspondence, documentation and reports from external bodies	3 years.
Continuous assessment results	18 months
Student attendance records	Duration of course
NCEA/HETAC programmatic review documents	Permanent
Course submission documents	Permanent
Non-pay budget details	3 years
Minutes of course boards.	7 years
Student placement reports	1 year
Garda vetting	5 years
Completed garda vetting application forms	
Letters to students on completion of vetting process	
Minutes of garda vetting committee meetings	
CVs	1 year maximum (cv will be shredded when Garda vetting letter is issued to student)
Research / projects	
Applications for ethical clearance and supplementary forms: 4FRD04/5/6/7.....	3 years

Miscellaneous

Diaries

All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should be filed appropriately

General Correspondence

General correspondence for all areas

3 years