

Records	Office With Overall Responsibility	Sub Units with responsibility	Recommended Retention Period	Final Disposition
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Academic Administration (Student Related Records):				
Student Register by year	Registrar's Office		Permanent	Archive
Student Academic Record	Registrar's Office		Permanent	Archive
Deferral Applications	Registrar's Office		Permanent	Archive
Incomplete/non graduating Student Records	Registrar's Office		Permanent	Archive
Student Applications for Transfer	Registrar's Office		1 Year	C.S.
Successful Applicants to direct entry courses	Registrar's Office	Admissions Office	Permanent	Archive
Unsuccessful Applicants to direct entry courses	Registrar's Office	Admissions Office	3 Years	C.S.
CAO records	Registrar's Office	Admissions Office	Permanent	Archive
Formal records of meetings with students	Registrar's Office	All Depts/Admin Units	1 year after Graduation	C.S.
Formal correspondence with students	Registrar's Office	All Depts/Admin Units	3 Years after Graduation	C.S.
Student lecture attendance records	Registrar's Office	All Depts/Admin Units	2 years after external examining	C.S.
Student Tutorial/Practical Attendance	Registrar's Office	All Depts/Admin Units	2 years after external examining	C.S.
Student Disciplinary Reports	Registrar's Office		3 Years after graduation	C.S.
Awards/Scholarships/Prizes	President's Office		Permanent	Archive
Student Financial Assistance	Bursar's Office		3 years after graduation	C.S.
Erasmus/Exchange Programmes	Registrar's Office	International Office	Permanent	Archive
Student Off-Campus Programme Reports	Registrar's Office		1 Year after graduation	C.S.
Teaching Practice Reports	Registrar's Office	Education Dept	Permanent	Archive
Student References	Teaching Practice office or Head of Department if academic reference		Permanent	Archive
Music Practical Exam Reports	Registrar's Office	Music Dept	Retain for 2 years after graduation	C.S.
French Oral Exam Reports/Notes	Registrar's Office	French Dept	Retain for 2 Years after graduation	C.S.
Gaeilge Oral Exam Reports/Notes	Registrar's Office	Roinn na Gaeilge	Retain for 2 Years after graduation	C.S.
Teaching Practice lesson guides, timetables etc	Registrar's Office	Education Dept	Permanent	Archive
Student Medical Certificates	Registrar's Office		Retain for 1 year after graduation	C.S.
Examination Related Records:				
Exam Scripts	Registrar's Office	All Depts/Admin Units	2 years after external examining	C.S.
Projects/essays	Registrar's Office	All Depts/Admin Units	Return to student after examination process if not collected hold for 2 years after external examining (inform	C.S.

Last update: March 2011

notes:

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			students of this policy)	
Exam Papers	Registrar's Office	All Depts/Admin Units	Permanent	Archive
Green Sheets (showing student exam marks)	Registrar's Office	All Depts/Admin Units	2 Years after external examining	C.S.
Computerised Tabulation of Green Sheets	Registrar's Office	All Depts/Admin Units	2 Years after external examining	Electronic deletion
Student Appeals	Registrar's Office		3 Years after graduation	C.S.
Other Student Records				
Student Career Guidance Office Statistical Information	Career Service Co-ordinator		Permanent	Archive
Student Career Guidance Office General Information	Career Service Co-ordinator		Hold until no longer relevant	Destroy
Student Counselling Service Records	Student Counsellor		7 Years or longer if requested in writing by client	C.S.
Programme & Teaching Records:				
Undergraduate Programme Administration	Registrar's Office	Head of Dept	Retain for 5 years	Destroy
Postgraduate Programme Administration	Registrar's Office	Director of Programme	Retain for 5 years	Destroy
Programme Reviews	Registrar's Office	Head of Dept/Director of Programme	Retain until next review is held	Destroy
Part-time staff teaching records	Registrar's Office	Head of Dept	5 years	Destroy
Part-time staff payment records	Finance Office	Head of Department	8 Years	Destroy
Department/Unit Self Assessment Records (QA)	Head of Dept/Unit		Permanent	Archive
Quality Assurance Peer Review	Co-ordinator of Quality Assurance		Permanent	Archive
Teaching Evaluations	Registrar's Office	Head of Dept	3 Years	Destroy
Research Records	Co-ordinator of Research		Permanent	Archive
Research Funding Application Records	Co-ordinator of Research		3 Years	Destroy
Research Project Administration Records	Co-ordinator of Research		Permanent	Archive
Research data Findings	Co-ordinator of Research		Permanent	Archive
Grant Applications	Co-ordinator of Research		Permanent	Archive

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Publication manuscripts	Co-ordinator of Research		Permanent	Archive
Personnel Records:				
Applications, Curriculum Vitae and information of Candidates who are offered and take up post:	Human Resources		Permanent	Archive
Advertisement Copy:	Human Resources		Permanent	Archive
References of Candidates who are offered and take up post	Human Resources		Permanent	Archive
Recruitment Medical	Human Resources		Permanent	Archive
Employment Records	Human Resources		Permanent	Archive
Offer/Acceptance of Appointment	Human Resources		Permanent	Archive
Contract of Employment/Job specification	Human Resources		Permanent	Archive
Calculations relating to incremental credit and point scale at appointment	Bursar's Office	Human Resources	Permanent	Archive
Job share record	Bursar's Office	Human Resources	Permanent	Archive
Training record	Bursar's Office	Human Resources	5 Years	C.S..
Resignation/Retirement Letter	Bursar's Office	Human Resources	Permanent	Archive
Superannuation/Pension/retirement records:	Bursar's Office	Hurman Resources	Permanent	Archive
Leave Records:				
Annual Leave Records:	Bursar's Office	Salaries Office (admin only)	3 Years	C.S.
Public Holiday & Privilege Days	Bursar's Office	Salaries Office (admin only)	3 Years	C.S.
Sick Leave records including medical Certificates:	Bursar's Office	Salaries Office (admin only)	4 Years	C.S.
Maternity Leave	Bursar's Office		8 Years	C.S.
Adoptive Leave	Bursar's Office		8 Years	C.S.
Paternity Leave	Bursar's Office		8 Years	C.S.
Parental Leave	Bursar's Office		8 Years	C.S.
Force Majeur Leave	Bursar's Office		3 Years	C.S.
Carer's Leave	Bursar's Office		8 Years	C.S.
Compassionate Leave	Bursar's Office		8 Years	C.S.

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Study Leave	Bursar's Office		8 Years	C.S.
Examination Leave	Bursar's Office		8 Years	C.S.
Leave of Absence	Bursar's Office		8 Years	C.S.
Jury Service Leave	Bursar's Office		4 Years	C.S.
Career Break Leave/Unpaid Leave	Bursar's Office		Permanent	Archive
Staff Discipline records and letters:				
Anonymous Complaint:	President's Office	Human Resources	Destroy Immediately	C.S.
Unfounded complaints/allegations:	President's Office	Human Resources	2 years	C.S.
Attributable complaints/allegations	President's Office	Human Resources	2 Years	C.S.
Recruitment/Appointment Files:				
Advertisement of vacant post/Job Specification:	Human Resources		Permanent	Archive
Applications for advertised vacant post:	Human Resources		Retain list of candidates electronically who applied but destroy material such as application forms and CV's after 1 year	C.S.
Information on Candidates not short listed:	Human Resources		Retain list of candidates who applied but destroy material such as application forms and CV's after 1 year	C.S.
Information on Candidates short listed but not successful at interview or who are successful but do not accept offer:	Human Resources		1 Year	C.S.
Short listed Criteria:	Human Resources		1 Year	C.S.
Interview Board Marking Sheet/Report:	Human Resources		1 Year	C.S.
Interview Board notes	Human Resources		2 Years	C.S.
Recommendation by Interview Panel	Human Resources		Permanent	Archive
Unsolicited applications for jobs	Human Resources		6 months	C.S.

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Industrial Relations Files:				
Agreements pay and other:	Bursar's Office		Permanent	Archive
Leave policy	Bursar's Office		Permanent	Archive
Employment Policy	Bursar's Office		Permanent	Archive
Surveys and Reports	Bursar's Office		Permanent	Archive
Union Correspondence	Bursar's Office		Permanent	Archive
Individual industrial relations issues	Bursar's Office		Permanent	Archive
Minutes of meetings	Bursar's Office		Permanent	Archive
Labour Court Recommendations	Bursar's Office		Permanent	Archive
Health & Safety Records:				
College Safety Statement	Bursar's Office		Permanent	Archive
Safety Records	Bursar's Office		Retain for 10 years	C.S.
Accident Reports	Bursar's Office		Retain for 10 years	C.S.
Fire Inspection Records	Bursar's Office		Retain for 6 years	C.S.
Safety training Records	Bursar's Office		Lifetime of employee	C.S.
Catering Inspection Records	Bursar's Office		Retain for 5 years	C.S.
Other Records:				
Staff & Student email, internet & Computer Usage	Senior Technician		Log for 10 days	Electronic Archive yearly statistical totals
General Correspondence, including emails	All Units		Hold until no longer considered relevant	C.S./ Electronic deletion
Statistics	Registrar's Office		Permanent	Archive
Library User details	Librarian		Permanent	Archived by Talis System
Record of Library loans	Librarian		Permanent	Archived by Talis System
Library Diary	Librarian		Permanent	
Records re Carysfort Pensions and Transcripts	Conference Manager		Permanent	
Conference Bookings	Secretary/Bursar	Conference Manager	Hold until no longer considered relevant	C.S.
Financial Records:				
Accounts Payable: Invoices	Bursar's Office		Hold for current year plus six years	C.S.

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Accounts Payable: VAT Records	Bursar's Office		Hold for current year plus six years	C.S.
Accounts Payable: Tax Clearance Cert	Bursar's Office		Hold for current year plus six years	C.S.
Accounts Receivable: Debtors Ledgers	Bursar's Office		Hold for current year plus six years	C.S.
Accounts Receivable: Income listings	Bursar's Office		Hold for current year plus six years	C.S.
Agreements Rental, Lease, Use, Occupancy	Bursar's Office		Permanent	Archive
Bank Records: Bank Reconciliation	Bursar's Office		Hold for current year plus six year	C.S.
Bank Records: Bank Statements	Bursar's Office		Hold for current year plus six year	C.S.
Capital Projects	Bursar's Office		Hold for current year plus six year	C.S.
Annual Financial statements	Bursar's Office		Permanent in original form	Archive
Final Budgetary reports for any year	Bursar's Office		Permanent in original form	Archive
Fixed Asset Register	Bursar's Office		Permanent in original form	Archive
Records of College Properties, sale and purchase	Bursar's Office		Permanent in original form	Archive
Insurance Files: Policies	Bursar's Office		Permanent in original form	Archive
Audit Reports	Bursar's Office		Permanent in original form	Archive
Internal financial policies, accounting standards, procedures etc.	Bursar's Office		Hold in original form until superseded or audit signed off, whichever is the later. Store indefinitely electronically	Archive
Cancelled Cheques	Bursar's Office		Retain until audit signed off	C.S.
Travel Claims/Expenses	Bursar's Office		Hold for current year plus six year	C.S.
Receipt Books	Bursar's Office		Retain until audit signed off	C.S.
Purchase Order books	Bursar's Office		Retain until audit signed off	C.S.
Payroll	Bursar's Office		Permanent in electronic format	Electronic Archive
Listings/payslips	Bursar's Office		Permanent in electronic format,	Electronic Archive
Paysheets authorisations details of staff, appointment details, pay scales, tax certificates	Bursar's Office		Retain for current year plus six years	C.S.
Projections and statistical analysis	Bursar's Office		Retain for current year plus six years	C.S.

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Procurement records	Bursar's Office		Retain for current year plus six years and audit signed off	Appraise, evaluate for archiving
Tenders & Quotations	Bursar's Office		Retain for current year plus six years and audit signed off	Appraise, evaluate for archiving
Contacts for Services	Bursar's Office		After completion of contract hold for current year plus six years	Appraise and evaluate for archiving
Legal Cases	Bursar's/President's Office		Permanent	Archive
Legal Opinion	Bursar's/President's Office		Permanent	Archive
Physical Planning Records	Bursar's/President's Office		Permanent	Archive
Financial Committee Records	Bursar's/President's Office		Permanent	Archive
College Committee Formal Records				
Signed Governing Body Minutes	President's Office	Recording Secretary of Committee	Permanent	Archive
<ul style="list-style-type: none"> Confirmed Audit Committee Minutes 	President's Office c/o Governing Body	Current Secretary of Committee	Permanent	Archive
<ul style="list-style-type: none"> Confirmed Strategic Planning Committee 	President's Office c/o Governing Body	Recording Secretary of Committee	Permanent	Archive
Signed Management Committee Minutes	President's Office	Recording Secretary of Committee	Permanent	Archive
<ul style="list-style-type: none"> Confirmed Equality Committee Minutes 	President's Office c/o Management Committee	Current Secretary of Committee	Permanent	Archive
<ul style="list-style-type: none"> Confirmed Library Committee Minutes 	President's Office c/o Management Committee	Current Secretary of Committee		
Confirmed Partnership Committee Minutes	Bursar's Office	Human Resources	Permanent	Archive
Confirmed Health & Safety Committee Minutes	Bursar's Office	Bursar's Office	Permanent	Archive
Signed Academic Council Minutes	Registrar's Office		Permanent	Archive
Signed Standing Committee Minutes	Registrar's Office		Permanent	Archive

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Confirmed Minutes of the following Sub-Committees of Academic Council are provided to Standing Committee:

<ul style="list-style-type: none"> • Programme Boards • Mature Students Committee – BEd • Mature Students Committee – BA • Information Technology Committee • Inter-Departmental Committee • Staff Recruitment Committee • Intercultural and Development Education Committee • International Affairs Committee • Research Committee (including Ethics) • Seamus Heaney Lectures Committee • Teaching and Learning Committee 	<ul style="list-style-type: none"> Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office Registrar's Office 	<ul style="list-style-type: none"> Chairperson of Board Secretary of Committee Secretary of Committee Secretary of Committee Secretary of Committee Secretary of Committee Secretary of Committee Director of International Affairs Co-ordinator of Research Chairperson of Committee – rotates on a bi-annual basis Co-ordinator of Teaching and Learning 	<ul style="list-style-type: none"> Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent 	<ul style="list-style-type: none"> Archive Archive Archive Archive Archive Archive Archive Archive Archive Archive Archive
Quality Assurance Committee		Co-ordinator of Quality Assurance	Permanent	Archive
All other Committee Minutes	Relevant Unit		Hold until no longer considered relevant	C.S.
Hand written notes taken by recording secretary at meetings	Relevant Unit		Destroy once minutes of relevant meeting have been confirmed	C.S.
Other Committee Papers	Relevant Unit		Hold until no longer considered relevant	C.S.
College Management				
External correspondence to and from Department of Education & Science, Higher Education Authority, DCU, Archbishop's House	President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.

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External correspondence to and from Irish and International Colleges/Universities	President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.
Records re Building Development	Bursar's/President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.
Records re Education Research Centre/Creche/Centre for Early Childhood Education/Education Centre, etc.	President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.
Correspondence with and other records re staff unions	President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.
Miscellaneous records re Student Welfare including Chaplaincy/Senior Tutor/Access	President's Office	Relevant unit	Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.