



City of Dublin Education and Training Board

Records Retention Schedule

May 2018

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Certain matters mentioned throughout this schedule that are worth noting:

- a separate section refers to ESF retention requirements, and lists those activities to which these apply. These periods 'override' many of the various retention periods set out in this document, i.e. records must be kept for longer
- where there is a reasonable expectation that legal action may arise in relation to any particular record, caution should be exercised, and further advice sought before any deletion/destruction is carried out
- in many cases, the retention period for documents relating to minors only commences where the child reaches the age of 18
- where there are reasonable grounds to expect that a record may be the subject of legal proceedings, the record should be retained and further advice sought
- While the retention and disposal guidelines set out here are a guide to best practice, extending the retention periods should only be done once a sound and **evidence-based** business case exists for doing so, and never for unspecified 'just-in-case' reasons. You should not apply a shorter retention period to any category, but do please send feedback if complying is impractical. Feedback in general is welcomed, especially as this is a first version of what will probably be many future revisions.
- Feedback should be submitted to:

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CDETB Records Retention Schedule

Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
Attendance & Registration	Green Registers (2 nd Level)	Indefinitely	Department of Education Requirement; Historical Value	Retain in centre until year of class graduation + 2 years, Archive to secure storage	
Attendance & Registration	Class Attendance Roli (2 nd level)	Year of graduation + 7 years	No statutory basis identified for indefinite retention. Aligns attendance retention with general student file retention	Secure destruction; Shredding of physical records, deletion from VSWare	In case of potential litigation, retain relevant extract in case file. Review retention as needed
	State exam results	N/A	State Examinations Commission's responsibility to retain, not a requirement for school/ETB to retain.	N/A	
	Enrolment Forms	Student reaching 18 years + 7 years	18 is age of majority plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
	Student transfer forms (Applies from one second-level school to another)	Student reaching 18 years + 7 years	Student reaching 18 years + 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
	Disciplinary notes	Never destroy	Never destroy	N/A	
	Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)	Student reaching 18 years + 7 years	18 is age of majority plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	Secure destruction/deletion	
	End of term/year reports	Student reaching 18 years + 7 years	18 is age of majority plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
	Records of school tours/trips, including permission slips, itinerary reports	Never destroy	Never destroy	N/A	
	Scholarship applications e.g. Gaeltacht, book rental scheme	Student reaching 18 years + 7 years	18 is age of majority plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
	Garda vetting form & Record of outcome outcome on students (N.B. vetting not relevant to CNS students)	Record of outcome retained for 12 months.	Record of outcome retained for 12 months. School to retain the reference number and date of disclosure on file, which can be checked with An Garda Síochána in the future.	Secure destruction/deletion	
Sensitive Personal Data Students	Psychological assessments	Indefinitely	Never destroy	N/A - Never destroy	
Sensitive Personal Data Students	Special Education Needs' files, reviews, correspondence and Individual Education Plans	Indefinitely	Never destroy	N/A	
Learner Supports (Non-Financial)	TUSLA Reports	Retain until year of graduation/ end of course or learner reaches 18 years, which ever is earlier, + 7 years – Archive with learner File. Exception: ESF-funded programmes.	Relates to case management of learner in domestic/community environment	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action. Secure destruction thereafter.	
Learner Supports (Non-Financial)	Accident reports	Indefinitely	Never destroy	N/A	

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
Learner Supports (Non-Financial)	Child protection records	Indefinitely	Never destroy	N/A	
Learner Supports (Non-Financial)	Psychological Assessments (Winstead)	Closure of file + 7 years OR Learner's 18th birthday + 7 Years	Provides continuity of record for duration of study; Retained for 7 years in case of court action (statute of limitations)	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Guidance Records (Therapeutic Counselling)	Closure of File + 7 years or 7 years after learner has turned 18	Aligns with retention period for Learner records. Consolidation of records for archive facilitates future retrieval	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Guidance Records (Non Therapeutic e.g. educational guidance)	Retain as distinct file until graduation / end of course + 2 yrs. Consolidate with Learner record for archiving	Aligns with retention period for Learner records. Consolidation of records for archive facilitates future retrieval	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Section 29 Appeals	Student reaching 18 years + 7 years	Student reaching 18 years + 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
Learner Supports (Non-Financial)	Home School Community Liaison Visit Notes /Case Management	Retain until year of graduation/ end of course + 7 years – Archive with Learner File	Relates to case management of Learner in domestic/community environment.	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
Learner Supports (Non-Financial)	SEN Applications	Retain as separate file until graduation/end of course + 2yrs. Consolidate with Learner file and retain until year of graduation + 7 years in archives. Winstead reports held locally as part of application should be purged 12 months after graduation/end course as Winstead holds originals.	Retained for evidence of supports applied for/provided. Return Learner-supplied psychological assessments at graduation.	Archive to secure storage Secure destruction 5 years after archiving	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Enrolment/transfer forms where child is not enrolled or refused enrolment	Student reaching 18 years + 7 years	Student reaching 18 years + 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
Learner Supports (Non-Financial)	Records of complaints made by parents/guardians	Depends entirely on the nature of the complaint.	Depends entirely on the nature of the complaint. If it is child-safeguarding, a complaint relating to teacher-handling, or an accident, then retain indefinitely. Never destroy. If it is a complaint of a more mundane nature (e.g. misspelling of child's name, parent not being contacted to be informed of parent-teacher meeting) or other minor matter, then student reaching 18 years + 7 years (6 years in which to take a claim, and 1 year for proceedings to be served on school)	Secure destruction/deletion or N/A, depending on the nature of the records.	

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
	Accident reports	Indefinitely	Never destroy	N/A	
Government Returns	Any returns which identify individual staff/students	Submitted online to DES. Printout retained by ETB HO	Depends upon the nature of the return. If it relates to pay/pension/benefits of staff, keep indefinitely as per DES guidelines. If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with "Student Records" guidelines above.	N/A	
Board of Management Records	School Closure	On school closure, records should be transferred as per guidance provided by Records Retention in the event of school closure/amalgamation on the DataProtectionSchools website.	A decommissioning exercise should take place with respect to archiving and recording data.		
Board of Management Records	Board agenda and minutes	Send copy to ETB for approval	Indefinitely. Originals should be stored securely on school property	N/A	

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
Other School-based reports/minutes	CCTV recordings	28 days in the normal course, but longer on a case-by-case basis e.g. where recordings/images are requested by An Garda Síochána as part of an investigation or where the records /images capture issues such as damage/vandalism to school property and where the images/recordings are retained to investigate those issues.		Secure destruction/deletion	
Other School-based reports/minutes	Principal's monthly report including staff absences	Submit copies to ETB Head Office	Retain originals Indefinitely. Administrative log and does not relate to any one employee in particular: the monthly reports are not structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible. Not a "relevant filing system".	N/A	
Financial Records	Invoices/back-up records/receipts	Retain for 7 years		Secure destruction/deletion	

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
Financial Records Payroll (CNS only)	Any documents relating to the recording and administration of payroll.	Retain local copy for 3 years from year in which claim submitted.	Retained for local administrative purposes. Payroll function for Community National Schools is carried out by the Department of Education and Skills Payroll Division in Athlone.	Verify with Department of Education and Skills Payroll Division that they have retained copy, and if yes, destroy, if no, provide copy then secure destruction/deletion.	
Health & Safety	Accident reports	Indefinitely	Never destroy	N/A	
Health & Safety	Incident Report Forms	10 years. For incidents relating to students under age of 18, retain scanned copy until reaching age 18, and add 10 years	Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.	Secure destruction/deletion.	
Health & Safety	Hazard Report Forms	Retain for 10 years	Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.	Secure destruction/deletion.	
Health & Safety	Critical Incident Management Plan (CIMP) Framework & Aide Memoir	Superseded + 10 years	Good Practice. Supports lessons learned and evaluation of plan. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion.	
Health & Safety	Business Continuity Plan (BCP)	Superseded + 10 years	Good Practice. Supports lessons learned and evaluation of plan.	Secure destruction/deletion.	
Health & Safety	ETB Fire & Evacuation Procedures	Superseded + 10 years	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion.	

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Health & Safety	Safety Statements	Indefinitely	Legal Requirement Safety, Health, & Welfare at Work Act 2005 requires creation of a safety statement and its updating where required. No retention period is defined for superseded statements. Retention is for good practice, in case of litigation/criminal investigation.	n/a	
Health & Safety	Risk Assessments & Risk Registers	Indefinitely	Retention is for good practice, in case of litigation/criminal investigation.	n/a	
Health & Safety	Statement of Health & Safety Policy	Superseded + 10 years	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Health & Safety	DSE Display Screen Assessments	Date of Assessment + 10 years.	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Health & Safety	Pregnant Employee Assessment Forms	Date of Assessment + 10 years.	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Health & Safety	Manual Handling Risk Assessment	Date of assessment + 10 years.	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Health & Safety	Disclaimers signed by students undergoing Beauty Treatments	Retain indefinitely	In the event of claim or litigation in respect of accident or injury during or arising from treatment	Retain indefinitely	

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Health & Safety	Inspection Checklists	Superseded + 10 years	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Health & Safety	Internal Audits and Reviews	Date of Inspection + 10 years.	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Health & Safety	Safety Inspections (HSA)	Date of Report+ 10 years	Legal Requirement. Evidence of actions on report findings/weaknesses. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion	
Health & Safety	Fire Registers	Date of last update + 10 years	As per State Claims Agency Fire Register & Guidance Template v1.0. (http://statedclaims.ie/wp-content/uploads/2014/03/Fire-Register-guidance-and-templates-Version-1-2014.pdf) In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion	
Health & Safety	Fire Drills Log	Date of last drill + 10 years	Maintained as part of Fire Register. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion	
Health & Safety	Copies of Safety Training Materials + record of who received training	Indefinitely	Retention is for good practice, in case of litigation/criminal investigation.	n/a	

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Record Group	Description	Retention Period	Remarks	Final Disposition	Legal Hold Procedure
Health & Safety	HSA Correspondence	Date of Correspondence + 10 years	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion	
Health & Safety	Administrative correspondence	Date of correspondence + 7 years	In line with general administrative retention period. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion	

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Attendance & Registration	PLC Registers	Year of Graduation + 2 years Where learner is under 18 on enrolment, year of reaching 18 + 2 years	No statutory basis identified for indefinite retention of PLC registers. Query historical value. In case of potential litigation, retain relevant extract in case file. Review retention as needed	Secure destruction/deletion in the January following the calendar year in which the retention period expires	In case of potential litigation, retain relevant extract in case file. Review retention as needed
Attendance & Registration	Adult Education Day Registers	Year of Graduation + 2 years. ESF-funded programmes should observe 'ESF Guidelines.	No statutory basis identified for indefinite retention of these registers. Query historical value	Secure destruction/deletion in the January following the calendar year which the retention period expires	
Attendance & Registration	White Registers (Adult Education Evening Classes)	Completion of Course + 1 year	No statutory basis identified for retention of Evening Class Registers	Secure shredding in the January following the calendar year in which the course completed	In case of potential litigation, retain relevant extract in case file. Review retention as needed
Attendance & Registration	Youthreach Registers	Indefinitely	Youthreach is an ESF funded scheme addressing 2nd level and other. Aligning retention period with 2nd Level	Retain in centre until year of class graduation + 2 years; Archive to secure storage	
Attendance & Registration	Sign in Sheets for class attendance (various)	Year of completion of course + 1 year, or longer if ESF-funded programme.	Benchmarked against best practices for record retention in UK Adult education	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed
Attendance & Registration	Sign in sheets (Psychological Service)	Year of appointment + 1 year;	Additional evidence of appointment would be in Yellow Folder / diary notes.	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Applications & Assessment	Application Forms	<u>Successful Applicant</u> : Retain until year of graduation/course completion + 7 yrs	Transfer to Learner file, retain as part of that document set	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed
		<u>Unsuccessful Applicant</u> : Retain for year of application + 12 months	No purpose for retention unless rejection is appealed		
		<u>Successful Applicant</u> : Retain until end of calendar year in which course ran + 12 months	No operational purpose for longer retention identified		
Applications & Assessment	Adult Education Service Enrolment Form	<u>Unsuccessful Applicant</u> : Retain for 12 months from year of application	No operational purpose for longer retention identified	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed
		<u>Successful Applicant</u> : Retain until end of calendar year in which course ran + 12 months	No operational purpose for longer retention identified		
		<u>Unsuccessful Applicant</u> : Retain for 12 months from year of application	No operational purpose for longer retention identified		
Applications & Assessment	BTEI Applications: Refer to ESF Guidelines section of this document.	<u>Successful Applicant</u> : Retain in line with ESF Guidelines	Transfer to learner file and retain as part of that record. In case of potential litigation, retain relevant extract in case file.	Secure destruction/deletion	In case of potential litigation, retain relevant extract in case file. Review retention as needed
		<u>Unsuccessful Applicant</u> : Retain in line with ESF Guidelines	Retained in case of appeal / case review		
		<u>Successful Applicant</u> : Retain until year of graduation + 7 yrs	Retain separate to core Learner file.		
Applications & Assessment	External Psychological Assessments included with applications			Return to applicant; Securely destroy local copies	In case of potential litigation or Child Protection issues, retain relevant extract in case file. Review retention as needed

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
		<u>Unsuccessful Applicant</u> Do not retain	Return to applicant either by hand or by recorded delivery.		needed

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Applications & Assessment	Evidence of Irish Language Exemption	<u>Successful Applicant</u> Retain until year of graduation/course completion + 7 years	Transfer to Learner file, retain as part of that document set	Secure destruction.	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		<u>Unsuccessful Applicant</u> Retain for year of original application + 12 months	Retain for 12 months in case of appeal		
Applications & Assessment	School Reports (from referring school/centre) OR Records of alternative training/qualification (recognition of prior learning)	<u>Successful Applicant</u> Prepare abstract based on review of reports. Retain abstract until year of graduation/course completion + 7 years	Return to applicant or referring centre; Retain abstract as part of Learner file	Do not retain originals. Securely destroy abstracts	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action;
		<u>Unsuccessful Applicant</u> Prepare abstract; retain abstract for 12 months	Retain abstract for 12 months in case of appeal		
Applications & Assessment	Applicant Photographs	<u>Successful Applicant</u> Retain until year of graduation/course completion + 7 years	Transfer to Learner file and retain as part of that record.	Securely destroy	
		<u>Unsuccessful Applicant</u> Retain for year of application + 12 months	Retained in case of appeal. Advise applicants of destruction policy		
Applications & Assessment	Data Sharing/Transfer Consent (where this is a stand-alone document, as opposed to being part of the learner's application form)	<u>Successful Applicant</u> Retain until year of graduation/course completion + 7 yrs	Transfer to Learner file and retain as part of that record. Note: consent may need be revalidated annually – refer to DES or DPC guidance as required	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action;

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
		<u>Unsuccessful Applicant</u> Do not retain	In event of successful appeal, applicant can be asked to consent to transfers. No purpose for retention of this record exists		

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Applications & Assessment	Garda Vetting	<u>Successful Applicant</u> Retain record of outcome and associated reference number for 12 months from date of receipt	Transfer to Learner record.	Securely destroy	In the event of potential litigation, resubmit request with reference number to An Garda Siochana. Do <u>NOT</u> retain.
		<u>Unsuccessful Applicant</u> Retain for 12 months from date of receipt	Retained in case of appeal by Learner.		
Applications & Assessment	SOLAS Referral Record	<u>Successful Applicant</u> Retain for Year of Graduation/completion of course + 7 years	Transfer to Learner record, retain as part of this file	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action;
		<u>Unsuccessful Applicant</u> Retain for year of referral + 12 months	Retained in case of appeal / case review		
Applications & Assessment	BTEI Applications	<u>Successful Applicant</u> Retain for year of graduation/course completion + 7 years	Transfer to Learner file and retain as part of that record	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		<u>Unsuccessful Applicant</u> Retain for year of referral + 12 months	Retained in case of appeal / case review		
Applications & Assessment	DoIT Profiler Assessment reports	<u>Successful Applicant</u> Retain for year of graduation/course completion + 7 years	Transfer to Learner file and retain as part of that record	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		<u>Unsuccessful Applicant</u> Retain for year of application/referral + 12 month	Retained in case of appeal / case review		

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Applications & Assessment	Adult Education Service - 'Progress Framework' Assessment Tool	<u>Successful Applicant</u> Retain for year of graduation/course completion + 7 years	Transfer to Learner file and retain as part of that record	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		<u>Unsuccessful Applicant</u> Retain for year of application/referral + 12 month	Retained in case of appeal / case review		
Applications & Assessment	Records relating to cancellations / "no-shows" / "Expressions of Interest"	<u>2nd Level:</u> End of January following October Returns for that year	October returns are cut-off point for capitation etc.	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		<u>PLC:</u> End of January following October Returns for that year	October returns are cut-off point for capitation etc.		
		<u>Adult Ed:</u> Calendar Year of expected Enrolment + 12 months	No operational purpose exists to retain Expressions of interest/no show data longer than this period. Equates to up to 2 years retention in practice.		
		<u>Youthreach:</u> Calendar year of expected enrolment + 2 yrs	Longer retention period applied for Youthreach given nature of service. Allows for recognition of non-engaged learners returning etc.		

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Applications & Assessment	Admissions Waiting Lists	Retain until end of Calendar year in which Learner would have enrolled	No operational reason to retain post submission of October returns; Review in January following submission window	Securely destroy	Standard legal hold applies
Disciplinary	Codes of Behaviour	Date it is superseded by new version + 3 years	Benchmarked against good records management practice from UK education sector.	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action;
Disciplinary	Learner Contract / Acknowledgement of behavioural code	Retain for year of graduation/ course completion + 7 years (12 months for night classes)	Retain as part of Learner file (or with copy of application in night school).	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Disciplinary	Disciplinary Records	Minor infringements: Never destroy if they relate to a learner who was under 18 at course commencement. For learners aged 18+ at course commencement, review and retain if relevant to pattern of behaviour. Purge at graduation/ end of course, except if an ESF-funded programme.	Minor incidents may be indicative of a pattern of behaviour indicating risk to learner or others. Determination of what constitutes a minor/major infringement to be determined in light of ETB/centre disciplinary policy.	Secure destruction/deletion at graduation/ end of course	

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
		Major infringements: Never destroy if they relate to a learner who was under 18 at course commencement. For learners aged 18+ at course commencement, retain for year of graduation/course completion + 7 years, or longer if an ESF-funded programme.		Never destroy	
Disciplinary	Bullying Investigations, reports & Intervention plans	Never destroy if they relate to a learner who was under 18 at course commencement. For learners aged 18+ at course commencement, retain for year of graduation/course completion + 7 years, or longer if an ESF-funded programme.	Bullying will constitute a major infringement of disciplinary policy (see 'disciplinary records' above). May have evidentiary value in civil or criminal litigation.	Either never destroy, or secure destruction/deletion, as per 'retention period' - see left.	
Disciplinary	Bullying Reports	Year of graduation/course completion of the individual(s) complained of + 7 years	Will constitute a major infringement of disciplinary policy. Retain on Learner disciplinary record as per policy above.	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Examination Results	State Exam Results	If local copy exists, retain for 12 months from date of issue of the results. Retained at discretion of Centre.	SEC is master copy of any exam results. At discretion of centre, for convenience of Learners, local copies may be retained. Should not be retained indefinitely. Preference is for no retention as no purpose other than "customer service".	Secure destruction	N/A
Examination Results	In-centre Tests / Assessments	Year of graduation/course completion + 7 years	Retain as part of Learner file	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Examination Results	FETAC/QQI Award evidence of assessment e.g. learner portfolios, artwork	Once results are issued and period for learner appeals has expired, learners should be given a short window in which to collect their work, after which it is destroyed if uncollected. Exception: ESF-funded programmes.	QQI QA policy framework is the master schedule here and QQI may issue mandates or guidance – refer to QQI QA policies for the Centre. Introduction of PLSS may also see revised guidance in this regard (March 2017). In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action	Secure destruction, but retain with the learner file in the event of an unsuccessful appeal.	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Learner File	Consolidated Learner record for centre	Retain for Year of Graduation/Course Completion + 7 years Retain on-site for year of graduation/course completion + 2yrs then archive to secure storage	Retention period covers potential age of majority + 7 years for civil suit, or for 7 yrs post-course completion for adult education / youth reach in case of litigation risk. <i>Note: this requires active management of any alleged incidents which might give rise to liability so legal hold process can be applied.</i>	Archive to secure storage Securely destroy after 7 years	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Financial)	Fee Waiver requests	Retain for year of request + 6 years	Aligns with financial accounting cycles; Provides ample window for appeals in case of refusal	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Financial)	SUSI Grant applications	Retain abstract note on Learner file that assistance provided with grant application. Do not retain grant application data. Retain abstract for year of graduation/course completion + 7 years	Centres have no operational role in the processing of or evaluation grant applications. Keep record of assistance to Learner in submitting grant application only.	Secure destruction N/A	N/A
Learner Supports (Financial)	HEA Disability fund Applications	Retain for year of request + 6 years	Aligns with financial accounting cycles; Provides ample window for appeals in case of refusal	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Learner Supports (Financial)	Training Allowance Records	Year of payment + 6 years	Aligns with financial accounting cycles; Provides ample window for appeals in case of refusal	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Financial)	BTEI records	Refer to ESF Guidelines section of this document.		Secure destruction/deletion	
Learner Supports (Financial)	BTEA records	Year of payment + 6 years	Aligns with financial accounting cycles; Provides ample window for appeals in case of refusal	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Psychological Assessments (Winstead)	Closure of file + 7 years OR Learner's 18th birthday + 7 Years	Provides continuity of record for duration of study; Retained for 7 years in case of court action (statute of limitations)	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Guidance Records (Therapeutic Counselling)	Closure of File + 7 years or 7 7 years after learner has turned 18	Aligns with retention period for Learner records. Consolidation of records for archive facilitates future retrieval	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Guidance Records (Non Therapeutic e.g. educational guidance)	Retain as distinct file until graduation / end of course + 2 yrs. Consolidate with Learner record for archiving	Aligns with retention period for Learner records. Consolidation of records for archive facilitates future retrieval	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Learner Supports (Non-Financial)	Care Team Minutes	Consolidate with Learner file at graduation /end of course. Retail as per Learner file	Aligns with retention period for Learner records. Consolidation of records for archive facilitates future retrieval	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Referral Records (for support services)	Closure of file + 7 years or Learner's 18th Birthday +7 yrs	Provides continuity of record for duration of study; Retained for 7 years in case of court action (statute of limitations)	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Records of consultation with staff re Learners	Retain original record for academic year and then summarise in Psychological Service file. Retain summary note with counselling records until closure of file + 7 years or 18th birthday + 7 years	Relevant to on-going support and care of Learners availing of supports. Only minimum relevant data retained ongoing.	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	National Behaviour Support Service records	Retain until year of graduation/end of course + 7 years – Archive with Learner File	Retained for evidence of supports applied for/provided.	Secure destruction	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Learner Supports (Non-Financial)	Individual Education Plan / Individual Behaviour Plan	Retain until graduation/end course + 7yrs	Forms part of Learner file	Secure destruction	As standard – retain and review if there is risk

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Child Protection	Child Protection Files	Learner Date of Birth + 25 years; Retention beyond that point by annual review with cited reasons signed off by CEO.	Benchmarked against UK Child Protection guidelines; Indefinite retention period is unlikely to be held as necessary or proportionate if challenged As part of this retention, any relevant record identified should be retained regardless of standard retention policy.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Child Protection	Allegation of Child Protection nature against member of staff, including where allegation is unfounded	Until normal retirement age or 10 years from date of allegation, whichever is the longer; Retention beyond that point by annual review with cited reasons signed off by CEO [This is a Head Office area of competence, not administered in Centres]	Benchmarked against UK Child protection guidelines As part of this retention, any relevant record identified should be retained regardless of standard retention policy.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Section 29 Appeals	Records relating to Section 29 Appeals	Retain until Learner reaches 18 + 7 years Retain locally for 12 months after s29 hearing, review local retention annually; archive if not active case.	Maximum statute of limitations period for any legal action once statutory appeal process has been concluded. Order 53 and 54 of Rules of Superior Courts give 3 to 6 month guidelines for commencement of JR proceedings; General 6-year limitation period would also apply.	Secure destruction	S29 cases should be reviewed annually and archived if no immediate risk of Judicial Review or other litigation they should be archived for a further six years.

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Centre Activities & Trips	Permission Slips	Retain locally for 12 months after date of trip or activity	Supports audit/review of activity management. If incident occurs on trip, invoke legal hold procedure to retain for longer	Secure destruction	If incident occurs on trip (health & safety, disciplinary, other) retain those trip records in line with relevant retention schedule for type of incident
Centre Activities & Trips	Permission Slips (re Learners under 18 only)	Never destroy	Never destroy	N/A	
Centre Activities & Trips	Risk Assessments	Retain locally for 24 months after date of trip or activity	Supports audit/review of activity management. Allows for reference to or reuse of risk assessments between classes/groups. If incident occurs on trip, invoke legal hold procedure to retain for longer	Secure destruction	
Centre Activities & Trips	Itineraries	Retain locally for 24 months after date of trip or activity	Supports audit/review of activity management. If incident occurs on trip, invoke legal hold procedure to retain for longer	Secure destruction	
Centre Activities & Trips	Out-of-centre activity signing sheets	Retain locally for 24 months after date of trip or activity	Supports audit/review of activity management. If incident occurs on trip, invoke legal hold procedure to retain for longer	Secure destruction	
Records of Complaints by Parents/Guardians	Notes of verbal complaints or copies of written complaints from parents/guardians	Minor Issue: Retain for 12 months. Review and retain if valid operational reason	Minor issues may not require retention; however, nature or pattern of incidents may require monitoring between years.	Secure destruction.	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
		Major Issue: Retain for year of complaint plus 6 years; Review for further retention in case of contentious disputes	Major issues may affect Learner learning/behaviour longer term or may trigger need for referrals. Also may be related to other risk issues to be managed by centre		
		Child Protection: Initiate Child Protection protocols and retain as part of CP records.	Any report/allegation of a child protection issue must be treated accordingly. Retention periods outlined above.		
		Bullying: Initiate Anti-bullying protocols. Retain records for year of graduation + 7 years	Bullying protocols are clearly defined. Retention period aligns with bullying records above.		
Health & Safety Records	Accident Report Forms	Should be submitted from Centre to Head Office to be retained there Centres to retain locally for 3 years after date of incident.	Head Office Accident report is the master record. 3 year local retention policy aligns with S11(2)(b) Statute of Limitations 1957	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Health & Safety Records	Learner Medical Information	Retain until updated by parent/guardian (for minors) or learner. Retain with learner consolidated file thereafter. Exception: ESF-funded programmes.	Medical conditions can change. This data should be refreshed annually. Only retain most recent updated version. Note: Centres should implement policies and procedures to solicit updates from parents/ guardians/ learners	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action. Secure destruction thereafter.	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Health & Safety Records	Record of response to critical incident involving Learners and/or staff	Should be submitted from Centre to Head Office to be retained there Centres to retain locally for 3 years after date of incident. Head office to retain for Year of Graduation/end of course + 7 years	This is not a Learner file record but should be retained for same period given application of limitation periods on civil liability.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	Supervision Records of staff (Group & Mentor records)	Retain for academic year. Conduct annual case by case review of issues for on-going monitoring	These records are generated by Psychological Services/Winstead re: their own staff. Reference guideline for similar initiatives	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	Learner Trainee Supervision Records	End of Calendar year following year in which Learner assignment took place (e.g. placement in 2015, retain until end Dec 2016).	Records of Learner supervision activities. Retain for evidence/reference. Primarily responsibility of relevant University. These records relate solely to Winstead/Psychological Services. If similar records kept for general teaching placements, apply this period for consistency.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Staff Support & Operations	Teacher Diary Entries	Review on annual basis. Note: Diary entries relating to disciplinary, Learner support, health & safety and other matters made by staff who leave a centre should be copied and provided to the Head of Centre for review and retention as needed.	Diary entries relevant to on-going operational or other matters may have valid retention requirement; Potential historical value.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	Staff Meetings Minutes & Agendas	Date of meeting + 5 years	Formal minutes should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation etc.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	Reports, Briefings, or presentations	Date of report + 7 years. Exception: ESF-funded programmes.	Formal reports should be kept for this period; review thereafter in case they relate to contentious issue / litigation etc.	Secure destruction	
Staff Support & Operations	Consultative Support Group	Date of meeting + 12 months or Date of last action + 12, whichever is longer Review on annual basis for issues requiring longer retention.	These meetings provide peer support within the Psychological Services. Records of meetings to be kept for purpose of monitor follow through on issues identified.	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Staff Support & Operations	Administrative Records of staff, including Positions Of Responsibility	Closure of file + 6 years <i>Note: Staff movers/leavers policy & process must include handover within centre, including for electronic copies of records.</i>	Benchmarked against IRMS guidelines to UK education sector	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	Administrative Correspondence created by staff	Date of Correspondence + 3 years <i>Note: Staff movers/leavers policy & process must include handover within centre, including for electronic copies of records.</i>	Benchmarked against IRMS guidelines to UK education sector	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	Minutes of Psychologist meetings	Retain for 12 months after year in which meeting was held. Review on annual basis. Child Protection issues or other critical issues will require ad hoc retention annually.	These are notes of case review meetings in Psychological services. Retain for minimum period (calendar year of meeting + 12 months), unless other reason requires longer retention period	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Support & Operations	On-Call Records	Date of last entry in record + 3 years Review & Retain if critical incident/child protection concern noted	Records of operational activities in on-call environment;	Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Financial & Administrative Records	Centres retain copies of a large amount of administrative and financial records processed by Head Office functions. Historically, copies have been retained locally, for undefined periods, to mitigate risk of misplaced/misfiled/lost records in Head Office. The retention periods outlined below are for the retention of records locally in the centres and are a supplement to, not a replacement for, retention periods for any equivalent records in Head Office. As Centres are not the Record Owners, these retention periods are shorter than Head Office retention periods as Head Office files should be regarded as the "System of Record".				
Recruitment	Job Advertisements	If retained, retain locally for 12 months after competition is completed	Head Office retains for 12 months. Centres should not need to retain at all, but if retained, 6 months is a reasonable period	Verify with Head Office they have retained copy of advert, destroy.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Recruitment	Role Profiles / Job Description	If retained, retain locally for 12 months after competition is completed	Will be of relevance to local performance review and evaluation. Destroy if superseded by local agreement.	Review annually and destroy if superseded.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Recruitment	Short listing & Selection criteria	These should not be retained locally. They are the functional responsibility of Head Office HR Function.	Head Office functional responsibility. Retention locally creates significant data protection risks	Destroy local copies if identified	
Recruitment	POR competition records	These should not be retained locally. They are the functional responsibility of Head Office HR Function.	Head Office functional responsibility. Retention locally creates significant data protection risks	Destroy local copies if identified	
Recruitment	Documentation Relating to Interviews	DO NOT RETAIN IN CENTRES. Functional responsibility of HR	SHOULD BE RETURNED TO HR	Destroy local copies once originals returned to HR	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Financial Records	Payroll claim forms	Retain local copy for 3 years from year in which claim submitted	Retained for local administrative purposes;	Review and clear down in January of each year.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Financial Records	Learner fee receipts (enrollment, book money, Taxes)	Retain local copy for 3 years from year in which payment received.	Retained for local administrative purposes;	Review and clear down in January of each year.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Financial Records	Office records, requisitions, invoices	Retain local copy for 3 years after year in which record was created.	Retained for local administrative purposes;	Review and clear down in January of each year.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Financial Records	Budget allocations (hours to centres)	Retain local copy for 3 years after year in which record was created	Retained for local administrative purposes;	Review and clear down in January of each year.	As standard
Financial Records	Budget allocations (internal and external)	Retain local copy for 3 years after year in which record was created	Retained for local administrative purposes;	Review and clear down in January of each year.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Financial Records	Non-pay Financial Records (Invoices etc.)	Retain local copy for 3 years after year in which record was created	Retained for local administrative purposes;	Verify with Head Office that they have retained copy. If yes, destroy, if no, provide copy then destroy.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Supplier Records	External Suppliers/Agencies (CDETb funded)-- tax clearance, audited C/C's, financial records	Retain local copy for 3 years after year in which record was created	Retain locally for day to day administrative purposes.	Verify with Head Office that they have retained copy. If yes, destroy, if no, provide copy then destroy.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Supplier Records	Service Level Agreements	Until superseded or end of contract <i>Note: Centres should ensure they have up-to-date SLAs with suppliers where necessary.</i>	Retain locally for day to day management of supplier issues. Head Office should retain for end of contract + 7 years	Verify with Head Office that they have retained copy. If yes, destroy, if no, provide copy then destroy.	<u>If record not in head office:</u> retain relevant extract in case file. Review retention as needed against probability of legal action
Supplier Records	Tender Documentation	Commercially sensitive. Should NOT be held locally	Tendering is a function of Head Office procurement. There is no operational purpose for records to be retained locally.		

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Centre Internal Administration	Records of Administrative decision	Closure of file + 6 years Review for decisions relating to contentious matters or on-going EU funded projects.	Aligns with academic administration.	Review annually, extend retention by management approval where needed Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Centre Internal Administration	Records of Administrative correspondence	7 years Review for correspondence relating to contentious matters or on-going EU/ESF funded projects.	Aligns with academic administration.	Verify with Head Office that they have retained copy. If yes, destroy, if no, provide copy then secure destruction/deletion.	
Centre Internal Administration	Annual Leave Records	Retain local copies for 3 years	Aligns with Head Office retention requirement under Organisation of Working Time Act. Shorter retention period locally would increase administrative burden	Review annually and verify Head Office have retained copies. Secure destruction	Head Office will advise Centre as required
Centre Internal Administration	Staff Attendance forms / Time Sheets	Retain local copies for 3 years	Organisation of Working Time Act mandates 3 year retention requirement for Head Office. This provides current year/previous year retention locally for admin purposes	Verify with Head Office that they have retained copy. If yes, destroy, if no, provide copy then secure destruction/deletion.	
Centre Internal Administration	Staff Disciplinary Records (records of verbal/written warnings)	These should not be retained locally as they are a function for Head Office HR	While Centre Heads have a function in staff discipline and performance management, the owner of the record is HR function.	N/A	Head Office will advise Centre as required

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Centre Internal Administration	Disciplinary Procedures and Policies	Until superseded by Head Office	Retain local copy of relevant procedures and policies, (e.g. DES circulars) until notified by Head Office that policy/procedure superseded.	Review annually	Head Office will advise Centre as required
Centre Internal Administration	Career Break Records	These should not be retained locally as they are a function for Head Office HR			Head Office will advise Centre as required
Centre Internal Administration	Maternity/Paternity leave records	These should not be retained locally as they are a function for Head Office HR			Head Office will advise Centre as required
Learner Payment Records	Credit/Debit Card details	Do not retain. Breaches PCI/DSS standards. Retain record of mode of payment, first and last 4 digits of card only.	It is a breach of PCI-DSS standards for credit card security to retain full card numbers, names, addresses, and other data in hard copy or electronic form.	Redact data. Retain redacted data for period of financial records.	N/A
Youth Services	Youth Work Committee meeting minutes & agendas	Indefinitely		Archive	
Grants	Youth Club Grant applications (successful)	7 years from date of payment		Secure destruction/deletion	
Grants	Youth Club Grant applications (unsuccessful)	18 months		Secure destruction/deletion	

CDETБ Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Other funding	Records relating to Funding from Government Departments, e.g. DCYA, Dept. of Health, for disbursement to local projects, including SLAs, Grant Agreements, correspondence from Departments, etc.	7 years		Secure destruction/deletion	

CDETB Records Retention Schedule

Retention periods for ESF-related records are longer than for most other categories of record, and must be strictly observed for ESF audit purposes. The ESF Managing Authority (via the Structural Funds Unit) at the Department of Education and Skills will issue notification when retention periods have expired.

Title of Operational Programme	Typical areas of VEC/ETB Work concerned*	Expiry of Retention
Employment & Human Resources Development Operational Programme 2000-2006	• BTEI • Adult Literacy • Traveller Training/Youthreach • FÁS: - o Skills Training for Unemployed & Redundant Workers - o Apprenticeship/Traineeship - o In Company Training - o Social Economy Programme - o Social Economy - Local Social Capital	09/01/2015
Human Capital Investment Operational Programme (HCI-OP) 2007-2013	• BTEI • Adult Literacy • Traveller Training • Youthreach • FÁS: - o Skills Training (including ESL, LTU) - o Apprenticeship/Traineeship - o Disability Training - o In Company Training - o Social Economy Programme - o Social Economy - Local Social Capital	31/12/2020

CDETB Records Retention Schedule

Title of Operational Programme	Typical areas of VEC/ETB Work concerned*	Expiry of Retention
Programme for Employability, Inclusion and Learning (PEIL) 2014-20	• BTEI • Adult Literacy (<i>now Adult Learning</i>) • Traveller Training • Youthreach • ETB Training for the Unemployed (includes the following former FÁS programme Groups): - o Specific Skills Training - o Labour Market Education and Training Fund (Momentum)	2028 (estimated)

* Visit www.esf.ie/en/Programmes for full details of activities covered, as this will vary from ETB to ETB.

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Insurance	Insurance Accident Claim Forms, including any legal correspondence.	10 years following settlement or withdrawal of claim.	Legal Requirement	Secure destruction/deletion	
Insurance	Insurance Property Claims, including any legal correspondence.	10 years following settlement or withdrawal of claim	Audit Requirement. Property losses are usually discovered and claims initiated shortly after they occur.	Secure destruction/deletion	
Statistics	Reporting to Department and SOLAS	6 years	Of no foreseeable value after period	Destroy confidentially	
Need to clarify statutory or precedent basis, but retention period is not excessive					
Insurance Policy	Policy documents	Indefinitely	Especially relevant for claims for health issues that are identified many years after the cause.	Secure destruction/deletion, archive policy schedule	
Insurance	Insurance Correspondence	Date of Correspondence + 10 years. Review correspondence before destruction to verify if it relates to a claim or potential claim by a minor which may warrant longer retention – usually 2 years after they reach 18 years.	Legal Requirement; period covers statute of limitations for any potential claim by an adult. Reviewing of correspondence to identify claims relating to minors is a prudent risk management control. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Health & Safety	Incident Report Forms	Retain for 3 years following the year in which the incident occurred in hard copy form Scan and retain all incident reports for a further 4 years after hard-copy retention expires. For incidents relating to students under age of 18, retain scanned copy until year of graduation of student + 7 years	Records of incidents are retained for maximum duration to address statute of limitations. 3 yrs for claim in negligence 7 yrs for other tortious claim Until 25 years old if minor. Review annually	Confidential Destruction of hard copy. Secure deletion/erasure of electronic records (physical destruction of CDs if required)	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
	Hazard Report Forms	Retain for 10 years	Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.	Secure destruction/deletion.	
	Procurement Records relating to H&S Infrastructure & equipment	Retain for 5 years.	For legal use in event of incident investigations/claims regarding equipment purchased	Destroy confidentially	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
	Accident reports	Indefinitely	Never destroy	N/A	
Incident Management Plans	Critical Incident Management Plan (CIMP) Framework & Aide Memoir	Superseded + 10 years	Good Practice. Supports lessons learned and evaluation of plan.	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Incident Management Plans	Business Continuity Plan (BCP)	Superseded + 10 years	Good Practice. Supports lessons learned and evaluation of plan.	Secure Destruction	

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Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Incident Management Plans	CDETb Fire & Evacuation Procedures	Superseded + 10 years	Legal Requirement	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Policies & Procedures	Policy & Guidance for the Management of Asbestos in the Workplace	Superseded +40 years	Prudent as asbestos related diseases are age related and slow to manifest with symptoms. Possible claims long after exposure.	Archive for reference Secure destroy superseded + 1 iteration (e.g. minimum 80 years)	
Policies & Procedures	Draft Policy & Guidance on Management of Asbestos in Workplace (incl. working notes)	Date of introduction of new policy + 5 years	Evidence of reasons for change to policy and decisions taken	Secure Destruction	
Policies & Procedures	Safety Statements (Corporate and Ancillary)	Superseded + 10 years	<u>Legal Requirement</u> Safety, Health, & Welfare at Work Act 2005 requires creation of a safety statement and its updating where required. No retention period is defined for superseded statements. Retention is for good practice.	Scan/save to CD and destroy originals confidentially when obsolete or superseded	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Policies & Procedures	Risk Assessments & Risk Registers	Date of last entry + 10 years	Legal Requirement	Scan/save to CD and destroy originals confidentially when obsolete or superseded	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed
Policies & Procedures	Policy & Guidance Notes on Lone Working & Lone Worker (out of hours) Risk Assessments	Superseded + 5 years	Legal Requirement	Scan/save to CD and destroy originals confidentially when obsolete or superseded	
Policies & Procedures	Draft Policy & Guidance Notes on Lone Working & Lone Worker (out of hours) Risk Assessments	Date of introduction of new policy + 1 year	Evidence of reasons for change to policy and decisions taken	Destroy CD after 5 years Secure Destruction	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Policies & Procedures	CDETB Statement of Health & Safety Policy <i>Section 1.0 Corporate Occupational Health & Safety Statement (Management of Health & Safety)</i>	Superseded + 10 years	Legal Requirement	Destroy confidentially and scan/save one controlled copy to CD Destroy CD after 10 years	
Policies & Procedures	Information Management Handbook	Retain for 7 years	Prudent	Destroy confidentially and scan/save one controlled copy to CD Destroy CD after 10 years	
Assessments	DSE Display Screen Assessments	Date of Assessment + 10 years.	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Assessments	Portable Appliance Testing	Date of Assessment + 5 years	Legal Requirement Outside Contractor files in addition	Destroy confidentially	
Assessments	Teleworking Assessments	Date of Assessment + 5 years.	Legal Requirement Outside Contractor files in addition	Destroy confidentially	
Assessments	Pregnant Employee Assessment Forms	Date of Assessment + 10 years.	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed.	Secure destruction/deletion	
Assessments	Manual Handling Risk Assessment	Date of assessment + 10 years.	Legal Requirement	Scan/save to CD and destroy originals confidentially when obsolete or superseded Destroy CD after 10 years	
Assessments	Ergonomic Evaluations	Date of assessment + 5 years.	Legal Requirement Outside Contractor files in addition	Destroy confidentially	

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Assessments - Disclaimer	Disclaimers signed by students undergoing Beauty Treatments	Retain indefinitely	In the event of claim or litigation in respect of accident or injury during or arising from treatment	Retain indefinitely	
Audits & Inspections	Inspection Checklists H&S Head Office & Safety Rep Inspection Checklist	Superseded + 10 years	Legal Requirement	Scan/save to CD and destroy originals confidentially when obsolete or superseded Destroy CD after 10 yrs (shred)	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Audits & Inspections	Internal Audits and Reviews (CDETb staff)	Date of Inspection + 10 years.	Legal Requirement	Destroy confidentially	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Audits & Inspections	Safety Inspections (HSA)	Date of Report+ 10 years	Legal Requirement; Evidence actions on report findings/weaknesses.	Destroy confidentially and scan/save one controlled copy to CD Destroy CD after 10 years (Shred)	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Audits & Inspections	Fire Registers	Date of last update + 10 years	As per State Claims Agency Fire Register & Guidance Template v1.0 (http://stateclaims.ie/wp-content/uploads/2014/03/Fire-Register-guidance-and-templates-Version-1-2014.pdf)	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Audits & Inspections	Fire Drills Log	Date of last drill + 10 years	Maintained as part of Fire Register	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Audits & Inspections	Accident Statistics	Date of last reported accident +20 years	Legal Requirement	Secure destruction of granular records after 10 years.	
		Retain original records for 10 years		Scan/Save Aggregated data and store for further 10 years	
		Retain aggregated data for further 10 years		Secure destruction of statistical data after 20th year.	
Minutes of Meetings	Health & Safety Working Group (Head Office)	Date of Meeting + 5 years. Review annually for minutes of historical or material significance and extend retention annually post 5 years if required	Formal minutes should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation etc	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Safety Training	Copies of Safety Training Materials including e- learning, exercises etc.	Superseded + 10 years	Legal Requirement	Destroy confidentially. Scan/save overall training matrix to CD	
Safety Training	Records of attendance at safety training	Date of last training entry + 10 years	Legal Requirement	Destroy CD after 10 years	
				Secure Destruction of hard copy Secure destruction of electronic copies	
Occupational Health Records	Health Surveillance (work related medical examinations related to hazardous materials incl Asbestos or Radiation)	Date of last entry + 40 years	Regulation 10(5) Control of Substances Hazardous to Health Regulations 2002 (SI 2677/2002) Regulation 22(1) Control of Asbestos Regulations 2012	Destroy confidentially and scan/save one controlled copy to CD	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
				Destroy CD after 40 years	

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Occupational Health Records	Occupational Health Records incl. medical reports from CMO etc.	Retain for duration of employment + 7 years or date of last update to record + 40 years, whichever is greater	Best Practice; Legal requirement under variety of legislation	Destroy confidentially and scan/save one controlled copy to CD	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Occupational Health Records	Health Screening Reports	Date of last entry + 40 years.	Legal Requirement <u>If related to Asbestos:</u> Regulation 22(1) Control of Asbestos Regulations 2012 <u>Other Hazardous material:</u> Regulation 10(5) Control of Substances Hazardous to Health Regulations 2002 (SI 2677/2002)	Destroy confidentially and scan/save one controlled copy to CD Destroy CD after 40 years	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Occupational Health Records	List/Register of all employees who have been exposed to Asbestos/Asbestos Dust	Date of Last Entry +40 years	Regulation 22(1) Control of Asbestos Regulations 2012	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Correspondence	HSA Correspondence	Date of Correspondence + 10 years	Legal Requirement. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Destroy confidentially	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Correspondence	Insurance Correspondence	Date of Correspondence + 10 years Review correspondence before destruction to verify if it relates to a claim or potential claim by a minor which may warrant longer retention – Apply Legal hold if necessary.	Legal Requirement; Period covers statute of limitations for any potential claim by an adult. Review of correspondence to identify claims relating to minors is a prudent risk management control.	Destroy confidentially	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description		Retention Period		Rationale / Requirement		Final Disposition		Legal Hold Procedure	
Correspondence	Administrative correspondence		Date of correspondence + 6 years		In line with general administrative retention period		Destroy confidentially		In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Board Meetings (both the Board of the ETB and the Committee of the VEC)	Agendas	Date of meeting + 5 years Unless need for further retention identified	Agendas should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation or historical value. Review on-going retention post 5 years annually. Benchmarked against National Retention Policy for Local Authority Records	Archive	
	Reports	Date of meeting + 5 years Unless need for further retention identified	Review after 3 years in case further retention is required; Annual review thereafter. Benchmarked against National Retention Policy for Local Authority Records	Archive	
	Attendance Sheets	Date of Meeting + 5 years Unless need for further retention identified	Agendas should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation or historical value. Benchmarked against National Retention Policy for Local Authority Records	Archive	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Board Meetings	Minutes	Date of meeting + 5 years Unless need for further retention identified	Formal minutes should be kept for this period; Review after 5 years in case minutes relate to contentious issue/litigation or historical value. Benchmarked against National Retention Policy for Local Authority Records	Archive	
Board Meetings	Correspondence to/from Board	Calendar year of Closure of file + 6 years	Benchmarked against IRMS guidelines to UK education sector	Archive	
Committee Meetings	Committee Meeting Agendas	Date of meeting + 5 years Unless exception identified	Agendas should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation or historical value. Review on-going retention post 5 years annually.	Archive	
Committee Meetings (Audit, Finance, Boards of Schools, etc.)	Correspondence and Reports considered at Board Meetings	Date of meeting + 7 years, unless need for further retention identified	Review after 7 years in case minutes relate to contentious issue / litigation or historical value, in which case retain with relevant case file.	Archive	
Committee Meetings (Audit, Finance, Boards of Schools, etc.)	Attendance Sheets	Date of Meeting + 5 years	Agendas should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation or historical value.	Secure Shredding. Archive	Retain with relevant case file in event of identified risk of or instance of litigation.

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Committee Meetings (Audit, Finance, Boards of Schools, etc.)	Minutes	Date of meeting + 5 years	Formal minutes should be kept for this period; Review after 5 years in case minutes relate to contentious issue / litigation or historical value.	Secure Shredding- Archive	Retain with relevant case file in event of identified risk of or instance of litigation.
Committee Meetings (Audit, Finance, Boards of Schools, etc.)	Correspondence to/from Committees	Calendar year of Closure of file + 6 years; Review before destruction	Benchmarked against IRMS guidelines to UK education sector	Secure Shredding	Retain with relevant case file in event of identified risk of or instance of litigation.
Appointment of Board Members	Records relating to the successful appointment of Board members	Term of office plus 7 years	Equivalent to HR processes for staff members		Retain with relevant case file in event of identified risk of or instance of litigation.
Appointment of Board Members	Records relating to unsuccessful Board applicants	Year of Appointments + 1 year	Equivalent to HR processes for staff members	Secure Shredding	Retain with relevant case file in event of identified risk of or instance of litigation.
Appointment of Board Members	Register of Appointment as a Board member	Indefinitely; Historic record	Historical value	Archive	Retain with relevant case file in event of identified risk of or instance of litigation.
Ethics in Public Office Declaration	Records of declarations from Board members, spouses, children etc.	15 years	Section 34 Ethics in Public Office Act 1995 (as amended)	Secure Destruction	Retain with relevant case file in event of identified risk of or instance of litigation.
Ethics in Public Office Declaration	Register of Members Interests	15 years	Section 34 Ethics in Public Office Act 1995 (as amended)	Secure Destruction	Retain with relevant case file in event of identified risk of or instance of litigation.
Board Member Training & Development	Records documenting training & development of Board members	7 years	Required to demonstrate continued relevant CPD of committee members. In the event that matters under discussion relate to an identified risk of or instance of litigation, retain with relevant case file.	Secure destruction/deletion	
Committee Member Training & Development	Training syllabuses, course outlines etc. for courses delivered	3 years or until Superseded + 3 years	Of value to be able to demonstrate and audit content of course materials provided to Committee members	Secure Destruction	Retain with relevant case file in event of identified risk of or instance of litigation.

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Elections to Board - Correspondence	General correspondence in relation to elections	7 years	Sufficient to allow for queries or FOI requests to be addressed; Review before destruction for correspondence of historical or other value. In the event that matters under discussion relate to an identified risk of or instance of litigation, retain with relevant case file.	Secure destruction/deletion	
Disciplinary Records	Centres retain local copies of these records. This is redundant storage of data and creates duplicate copies. Recommend that the process for managing disciplinary records be reviewed to streamline retention of records of material importance in Head Office. In the event of SAR, Head Office must check with Centres to ensure				
Disciplinary Records	Record of Critical Incident involving students and/or staff	Should be submitted from Centre to Head Office to be retained there Head office to retain for Year of Graduation/end of course + 7 years	This is not a student file record but should be retained for same period given application of limitation periods on civil liability.	Secure Destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Disciplinary Records	Disciplinary incidents [where offence deemed to have taken place]	<u>Minor infringements</u> Review and retain if relevant to pattern of behaviour; Purge at graduation/ end of course <u>Major infringements</u> Retain for year of graduation/course completion + 7 years	Minor incidents may be indicative of a pattern of behaviour indicating risk to student or others. Needs to be aligned with disciplinary policy in centre	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Disciplinary Records	Disciplinary incidents [where offence deemed to not have taken place]	<u>Minor infringements</u> Retain for duration of investigations <u>Minor infringements</u> Retain for duration of investigations		Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Section 29 Appeals	Disciplinary Appeal Forms	No Offence Found Retain for 6 months from end of appeal process	Retain in case of additional follow up action	Securely Destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		Offence Found Retain until graduation/end of course + 7 years	Retained in case of litigation following on from appeal		
Section 29 Appeals	Notes of Board's Deliberations	No Offence Found Retain for 6 months from end of appeal process	Retain in case of additional follow up action	Securely Destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		Offence Found Retain until graduation/end of course + 7 years	Retained in case of litigation following on from appeal		
Section 29 Appeals	Other relevant material	No Offence Found Retain for 6 months from end of appeal process	Retain in case of additional follow up action	Securely Destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
		Offence Found Retain until graduation/end of course + 7 years	Retained in case of litigation following on from appeal		
Garda Vetting	Garda Vetting Response	Keep the actual response for 1 year from date of response. Thereafter, retain the response reference number with the date vetting response received	Data Protection Commissioner Guidance	Secure destruction/deletion (i.e. the original response). In case of legal need, resubmit reference to what was originally provided.	
		Review for any exceptional circumstance before destruction			
Garda Vetting	Response Reference number	Retain on staff / student file for reference with date vetting response received	DPC Guidance	As per staff / student record	In case of legal need, resubmit reference to AGS for copy of what was originally provided.
Scheme Operations	Allocations [record of Main Scheme & Hours in Co-operation allocation]	7 years	Retain for comparisons, statistical analysis /trend analysis. Extract relevant records from electronic copies (copy to case file) or retain hard copy as required	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Scheme Operations	Utilisation [record of Main Scheme & Hours in Co-operation allocation]	Academic year + 5 years for electronic copies. Hard copies, academic year + 1 year	Retain for comparisons, statistical analysis /trend analysis	Securely Destroy (Shred hard copy)	Extract relevant records from electronic copies (copy to case file) or retain hard copy as required
Student Grant Applications	Application Forms and Supporting Documentation	Hold original for 3 years after final grant payment and then destroy.	In case of potential litigation, e.g. where a student appealed, retain for 7 years after final grant payment. Review retention as needed against probability of legal action. SUSI launched on 12/6/12, from which point VECs ceased accepting new grant applications.	Secure destruction/deletion	
Correspondence	Correspondence re FETAC/QQI QA process for each Centre.	7 years	Allows reasonable duration for FOI requests etc. In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion	
Claims	FETAC/QQI Module Assessment Claim	Hard copy: Year of claim + 7 years Electronically from then on	Forms part of Salary - implications for pension. In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Scan or electronically archive, then securely destroy original	
Policies and Procedures	Disciplinary Procedures and Policies	Until superseded + 3 years	For comparison of changes and review of implications	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Policies and Procedures	Other Policies and Procedures	Until superseded +3 years or as per functional area Retention Policy	For comparison of changes and review of implications	Securely Destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Policies and Procedures	Drafts of policies and associated working papers	Date of adoption of new policy/process + 1 year	To support bedding in of process, development/ updating of staff briefings etc.	Securely destroy	In case of potential litigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Property Title	Record documenting acquisition and ownership by CDETb of real estate	During ownership	Transfer on disposal of property	N/A	
Lease Agreement	Record documenting acquisition and use of real estate by Institute through lease or licence	During contract period + 7years	Of no foreseeable value after this period	Destroy confidentially	
Third Party Rental Agreement/Licence Agreement	Record documenting access to or use of ETB's real estate by third party through lease or licence	7 years after agreement expiry	Of no foreseeable value after this period	Secure destruction/deletion	
Insurance Policy	Record documenting the arrangement and renewal of insurance policies for public, employer, professional, and product liabilities	During policy period + 3 years	Of no foreseeable value after this period	Destroy confidentially	
Service Contract Agreement	Records documenting Service Contract supply, charges, investments, and covenants	7 years after agreement expiry	Of no foreseeable value after this period	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Petty Cash Payments	Records documenting the handling of Petty Cash	Current financial year plus 6 years.	Taxes Acts, statute of limitations on contractual debt	Destroy confidentially	
Students' Fees	Records documenting the receipt and processing of students' fees	Current financial year plus 6 years.	Taxes Acts, statute of limitations on contractual debt	Destroy confidentially	
Petty Cash Payments for EU funded programmes	Records documenting the handling of Petty Cash on ESF-funded projects	Refer to ESF Guidelines section of this document.	Benchmarked against DoE Circular 0020/2013	Refer to ESF Guidelines section of this document before destroying. Secure destruction/deletion when this has been checked.	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Capital Projects ESF funded projects	Financial Records relating to project * budget * purchase orders/invoices * other expenses charged to project	Refer to ESF Guidelines section of this document. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Benchmarked against DES Circular 0020/2013 and National Retention Policy for Local Authorities (2002) Refer to ESF Guidelines section of this document.	Refer to ESF Guidelines section of this document before destroying. Secure destruction/deletion when this has been checked.	
Capital Projects ESF funded projects	Project Charter, Project Plan, Correspondence, and Reports	Refer to ESF Guidelines section of this document. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Benchmarked against DES Circular 0020/2013 and National Retention Policy for Local Authorities (2002) Refer to ESF Guidelines section of this document.	Refer to ESF Guidelines section of this document before destroying. Secure destruction/deletion when this has been checked.	
Capital Projects Non-ESF Funded projects	Financial Records relating to project * budget * purchase orders/invoices * other expenses charged to project	Calendar Year of End of Project Maintenance + 10 years. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Benchmarked National Retention Policy for Local Authorities (2002)	Secure destruction/deletion	
Capital Projects Non-ESF Funded projects	Project Charter, Project Plan, Correspondence, and Reports	Calendar Year of End of Project Maintenance + 10 years. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Benchmarked National Retention Policy for Local Authorities (2002)	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Procurement Strategy	Records documenting the formulation of the plans for the implementation of the institution's procurement strategy	Superseded plus 5 years	Good practice. Supports comparison and review of lessons learned etc.	Destroy confidentially	Where risk of litigation, retain copy of relevant strategy. Review retention as needed
Procurement Policies	Records documenting the development of the institution's procurement policies.	Superseded plus 5 years	Good practice. Supports comparison and review of lessons learned etc.	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Procurement Procedures	Records documenting the development of the institution's procurement procedures	Superseded plus 3 years	Good practice. Supports comparison and review of lessons learned etc.	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Supplier Evaluation criteria	Records documenting supplier evaluation criteria	Superseded plus 5 years	Good practice. Supports comparison and review of lessons learned etc.	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Invitations to suppliers to apply for approval	Records documenting invitations to prospective suppliers to apply for approval	Expiry of invitation OR rejection of application + 6 months OR completion of approval	Retain for QA/Audit purposes and in case of appeals	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Records on evaluation and notification to approved suppliers	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers	Termination of approval +1 year	Retain for duration of supplier approval for reference. Retention post-termination is to align with retention of rejected suppliers	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Records on evaluation and notification to rejected suppliers	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers	Rejection + 1 year	Retain for 1 year for QA/Audit and review purposes or in case of appeal Applies to terminated approvals also	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Process of inviting and evaluating pre-qualification submissions	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers	Award of supply contract + 1 year	Retain for 1 year post award for QA/Audit and review purposes or in case of appeal	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Invitations to Tender and evaluation criteria	Records documenting Invitations to Tender and tender evaluation criteria	7 years from contract award. If project is ESF funded, refer to ESF Guidelines section of this document. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain as evidence of process followed in awarding of contract. Retain to ensure contract executed as per tender requirements and selection criteria	Secure destruction/deletion	
Issue of invitations to Tender and incoming Tenders	Records documenting the issue of Invitations to Tender and handling of Incoming Tenders	Award of supply contract + 1 year	Retain for 1 year for QA/Audit and review purposes or in case of appeal	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Rejected Tenders	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year	Retain for 1 year for QA/Audit and review purposes or in case of appeal If project is ESF funded, check with ESF Unit in DoE before destroying	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Accepted Tenders	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders	Award of supply contract + 1 year If project is ESF funded, check with ESF Unit in DoE before destroying	Retain for 1 year for QA/Audit and review purposes or in case of appeal If project is ESF funded, check with ESF Unit in DoE before destroying	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Contract Award	Contract Award report	Termination of supply contract awarded + 6 years If project is ESF funded, check with ESF Unit in DoE before destroying	Retain as evidence of process followed in awarding of contract. Retain to ensure contract executed as per tender requirements and selection criteria	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Variations to Contracts	Records documenting variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Retain as evidence of project governance and amendments to contract If project is ESF funded, check with ESF Unit in DoE before destroying	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Supplier Performance	Records documenting the monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Retain as evidence of project governance and supplier management. If project is ESF funded, check with ESF Unit in DoE before destroying	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Purchasing authorisation limits	Records documenting purchasing authorisation limits	Superseded + 1 year	Retain for audit and comparison purposes	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Internal authorisation for procurement	Records documenting internal authorisation for procurement	Current financial year + 1 year	Retain for QA/Audit and review purposes. If project is ESF funded, check with ESF Unit in DoE before destroying	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Purchase Orders	Purchase Orders	Current financial year + 6 years	Retain for accounting and audit purposes. If project is ESF funded, check with ESF Unit in DoE before destroying	Destroy confidentially	Where risk of litigation, retain copy of relevant document. Review retention as needed
Procurement Procedures	Records documenting the development of the institution's procurement procedures	7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Good practice. Supports comparison and review of lessons learned etc.	Secure destruction/deletion	
Supplier Evaluation criteria	Records documenting supplier evaluation criteria	7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Good practice. Supports comparison and review of lessons learned etc.	Secure destruction/deletion	
Invitations to suppliers to apply for approval	Records documenting invitations to prospective suppliers to apply for approval	Expiry of invitation OR rejection of application + 6 months OR completion of approval. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for QA/Audit purposes and in case of appeals	Secure destruction/deletion	
Records on evaluation and notification to approved suppliers	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers	Termination of approval +1 year. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for duration of supplier approval for reference. Retention post-termination is to align with retention of rejected suppliers	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Records on evaluation and notification to rejected suppliers	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers	Rejection + 1 year. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for 1 year for QA/Audit and review purposes or in case of appeal Applies to terminated approvals also	Secure destruction/deletion	
Issue of Invitations to Tender and incoming Tenders	Records documenting the issue of Invitations to Tender	Award of contract + 1 year	Retain for 1 year for QA/Audit and review purposes or in case of appeal	Secure destruction/deletion	
Rejected Tenders	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for 1 year for QA/Audit and review purposes or in case of appeal If project is ESF funded, refer to ESF Guidelines section of this document.	Secure destruction/deletion	
Accepted Tenders	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders	Award of supply contract + 1 year. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for 1 year for QA/Audit and review purposes or in case of appeal If project is ESF funded, refer to ESF Guidelines section of this document.	Secure destruction/deletion	
Contract Award	Contract Award report	Termination of supply contract awarded + 7 years If project is ESF funded, refer to ESF Guidelines section of this document. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Historical value	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Variations to Contracts	Records documenting variations to contracts (e.g. revisions, extensions)	Termination of contract + 7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain as evidence of project governance and amendments to contract If project is ESF funded, refer to ESF Guidelines section of this document.	Secure destruction/deletion	
Supplier Performance	Records documenting the monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain as evidence of project governance and supplier management. If project is ESF funded, refer to ESF Guidelines section of this document.	Secure destruction/deletion	
Purchasing authorisation limits	Records documenting purchasing authorisation limits	7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for audit and comparison purposes	Secure destruction/deletion	
Internal authorisation for procurement	Records documenting internal authorisation for procurement	7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for QA/Audit and review purposes. If project is ESF funded, refer to ESF Guidelines section of this document.	Secure destruction/deletion	
Purchase Orders	Purchase Orders	7 years. Where risk of litigation, retain copy of relevant document. Review retention as needed.	Retain for accounting and audit purposes. If project is ESF funded, refer to ESF Guidelines section of this document.	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Annual Accounts Records	Records documenting the preparation of annual accounts.	Current financial year plus 6 years.	As required under Taxes Acts	Destroy confidentially	Retain if requested through CEO
Annual Accounts	Annual Accounts	Current financial year plus 6 years.	Review for archival value	Review for archival value. Destroy confidentially	Retain if requested through CEO
Analyses of deployment of Financial resources	Records documenting analyses of the internal deployment of financial resources	Current financial year plus 1 year.	For year on year comparisons against plan	Destroy confidentially	Retain if requested through CEO
Statutory Accounts	Records documenting the preparation of the statutory accounts	Current financial year plus 6 years.	As required under Taxes Acts	Destroy confidentially	Retain if requested through CEO
Internal Accounting Transactions	Records/Journals documenting the processing on internal accounting transactions between operating units (i.e. cross-charges)	Current financial year plus 1 year.	For year on year comparisons against plan	Destroy confidentially	Retain if requested through CEO
Tax Returns	Records documenting the preparation and filing of tax returns	Current financial year plus 6 years.	As required under Taxes Acts	Destroy confidentially	Retain if requested through CEO
Payment of Honoraria to third parties	Records documenting the payment of honoraria to third parties (non-payroll)	7 years. Retain for extended period on request of CE in event of legal issue. Review ongoing retention thereafter.	Legislative requirement (Companies Acts, Taxes Acts)	Secure destruction/deletion	
Payment of Honoraria to third parties	Records documenting the payment of honoraria to third parties (non-payroll) in respect of an ESF funded program/project	Refer to ESF Guidelines section of this document. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Benchmarked against DES Circular 0020/2013.	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Payment of expenses to third parties	Record documenting the payment of expenses to third parties (e.g. honorary appointees)	7 years. Retain for extended period on request of CE in event of legal issue. Review ongoing retention thereafter.	Legislative requirement (Companies Acts, Taxes Acts)	Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Authorisation for non- statutory payroll deductions	Records documenting employee's authorisation for non-statutory payroll deductions	Current Tax Year + 6 years	Retain for compliance with Taxes Acts, Companies Acts etc.	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Overtime payroll payments to employees	Records documenting calculation and payment of payroll payments for overtime to employees	Retain locally for current tax year +3 years Retain in Archive: Financial Year of payment + 55 years	Hold for pension purposes in case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Assumes part-time teacher entering service at 22 year of age. Results in retention period until age 77, which allows up to 11 years post current retirement age for records to be sought.	Secure archive.	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention.
Payroll payments to Part- time teaching staff (Part-time Returns)	Records documenting calculation and payment of payroll payments to Part-time teaching staff	Retain locally for current tax year +3 years Retain in archive: Financial Year of payment + 55 years	Hold for pension purposes in case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. <u>Rationale</u> Assumes part-time teacher entering service at 22 year of age. Results in retention period until age 77, which allows up to 11 years post current retirement age for records to be sought	Secure archive	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Payroll payments to employees	Records documenting calculation and payment of payroll payments to employees	Current Tax Year + 6 years	Copies held by HR	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Promotion of employee	Records documenting adjustment on promotion of employee	Current Tax Year + 6 years	Copies held by HR	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Statutory Sick Pay Scheme	Records documenting the operation of the Statutory Sick Pay Scheme	Current Tax Year + 3 years	Retain as part of PAYE payment record keeping	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Statutory Maternity Pay Scheme	Records documenting the operation of the Statutory Maternity Pay Scheme.	Current Tax Year + 3 years	Retain as part of PAYE payment record keeping.	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Employers' Contributions to Pension Schemes	Records documenting payments of the Institution's employers' contributions to pension schemes for its employees (e.g. PRSA's)	For lifetime of employment + 6 years after ceasing employment	Legal obligation; required for verification of pension payments and entitlements	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Employees' Contributions to Pension Schemes	Records documenting payments of the employees' contributions to pension schemes.	For lifetime of employment and until staff member reaches 90 years of age	Legal obligation; required for verification of pension payments and entitlements	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Listings/Payslips	Payroll Listings	Current Tax Year + 3 years or Hold to completion of Statutory Audit, whichever is longer	Benchmarked against National Minimum Wage Act 2000 (as amended).	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDETB Records Retention Schedule

Record Group		Record Description		Retention Period		Rationale / Requirement		Final Disposition	Legal Hold Procedure
Purchase Invoices		Records documenting the receipt and payment of purchase invoices		Current financial year plus 6 years.		Legislative requirement (Companies Acts, Taxes Acts)		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Purchase Invoices		Records documenting the receipt and payment of purchase invoices relating to ESF funded program/project		Until closure of program +3 years OR Current financial year plus 6 years, Whichever is longest		Benchmarked against DES Circular 0020/2013 Confirm with ESF unit in DES before disposing of records		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Employees' Expenses		Records documenting the payment and/or Reimbursement of employees' expenses		Current financial year plus 6 years.		Legislative requirement (Companies Acts, Taxes Acts)		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Employees' Expenses		Records documenting the payment and/or Reimbursement of employees' expenses relating to ESF funded program/project		Until closure of program +3 years OR Current financial year plus 6 years, Whichever is longest		Benchmarked against DES Circular 0020/2013 Confirm with ESF unit in DES before disposing of records		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Payment of Honoraria to third parties		Records documenting the payment of honoraria to third parties (non-payroll)		Current financial year plus 6 years.		Legislative requirement (Companies Acts, Taxes Acts)		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Payment of Honoraria to third parties		Records documenting the payment of honoraria to third parties (non-payroll) in respect of an ESF funded program/project		Until closure of program +3 years OR Current financial year plus 6 years, Whichever is longest		Benchmarked against DES Circular 0020/2013 Confirm with ESF unit in DES before disposing of records		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Payment of expenses to third parties		Record documenting the payment of expenses to third parties (e.g. honorary appointees)		Current financial year plus 6 years.		Legislative requirement (Companies Acts, Taxes Acts)		Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Payment of expenses to third parties	Record documenting the payment of expenses to third parties (e.g. honorary appointees) in respect of an ESF funded program or project	Until closure of program +3 years OR	Benchmarked against DES Circular 0020/2013	Destroy confidentially	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
		Current financial year plus 6 years, Whichever is longest	Confirm with ESF unit in DES before disposing of records		

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Recruitment Process	Unsolicited applications for jobs	Do not retain	No purpose for retention of unsolicited applications;	Confidential Shredding	N/A
Recruitment Process	Vacancy Notification	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Recruitment Process	Advertisement Copies	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Recruitment Process	Job Description (as advertised)	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Recruitment Process	Job Description (standard)	Superseded + 3 years	Retain job description until superseded by updated version. Retain legacy descriptions for audit purposes	Confidential Shredding/ Secure destruction	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Recruitment Process	Selection Criteria	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Recruitment Process	Applications of Candidates not Shortlisted/Qualified/ called for interview	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Interview Process	Selection Criteria	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Interview Process	Interview Board Marking Scheme	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Interview Process	Interview Board marking sheets	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Interview Process	Interview Board Formal Notes	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Interview Process	Applications & CVs of applicants unsuccessful at interview	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Confidential Shredding	
Interview Process	Panel Recommendations by Interview Board	18 months from close of competition	12 months from close of competition plus 6 months for the Equality Tribunal to inform the ETB that a claim is being taken.	Secure destruction/deletion	
Interview Process	Assessment Board Report	Move to Employee File in Staff Records. Retain for Duration of employment + 7 years	Benchmarked against UCD and DIT retention policies	Secure destruction/deletion	
Candidates Successful at Interview	Application & CV	Move to Employee File in Staff Records Retain for Duration of employment + 7 years	Retained as part of staff personnel file in case of litigation or queries during period of employment	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Candidates Successful at Interview	Qualifications	Retain on personal file for duration of employment + 7 years	Retained as part of staff personnel file in case of litigation or queries during period of employment	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Candidates Successful at Interview	References	Retain on personal file for duration of employment + 7 years	Retained as part of staff personnel file in case of litigation or queries during period of employment	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Candidates Successful at Interview	Recruitment Medical / Pre employment Medical Reports	Retain on personal file for duration of employment + 7 years	Necessary for the purpose of identifying pre-existing conditions in event of work related injury and potential litigation	Confidential Shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Candidates Successful at Interview	Candidates shortlisted and are successful but do not accept offer	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Secure destruction/deletion	
Documents held by Centres/Colleges	Documentation relating to Interviews	DO NOT RETAIN IN CENTRES – RETURN TO HR RECRUITMENT. Requirement documented in Centres Data Retention Schedule			
QA Sampling of Records	Samples of Recruitment records for QA purposes	Redact personally identifiable data from sampled records	QA review and audit of recruitment process requires archival samples. Does not require identifiable data	Archive	N/A

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement		Final Disposition	Legal Hold Procedure
Generic Files	Staff Personnel Files	Resignation Retain until staff member is at least 90 years of age for pension purposes on resignation.	Resignation Staff members may opt for preservation of benefits or a transfer of service at any point after resignation up to date of retirement. As there is no maximum retirement age for new entrants these files are retained until staff member reaches 90 years of age as this is a reasonable estimate of life expectancy. Files of staff members who resign from non pensionable post should also be retained in case the rules of the scheme are amended and this service is retrospectively deemed pensionable	Confidential shredding	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action	
Generic Files	Staff Personnel Files	Retirement Retain until 6 years after beneficiary and/or qualifying dependent death for retired staff.	Retirement Time limit for complaints to the Pensions Ombudsman – where act giving rise to the complaint took place after 28.04.2003 – 6 years since the date of the act or 3 years since complainant should have been aware of the act. (The Ombudsman may also investigate complaints between 13.04.1996 –28.04.2003)			

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Generic Files	General Job Description File	Superseded + 7 years	History of how job descriptions change has archival value. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action	Secure destruction/deletion	
Selection criteria	Selection criteria	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
Staff Personnel Files (whilst in employment)	Section (extract) from database of applications which relates to the employee only.	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
Staff Personnel Files (whilst in employment)	Interview board marking scheme & board notes	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion	
Staff Personnel Files (whilst in employment)	Application/CV	Retain for duration of employment plus 7 years	6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school	Confidential shredding (ETB)	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action
Staff Personnel Files (whilst in employment)	Qualifications (ETB)	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)	Confidential shredding	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Staff Personnel Files (<i>whilst in employment</i>)	References	Retain for duration of employment plus 7 years	6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school	Confidential shredding (ETB)	
Staff Personnel Files (<i>whilst in employment</i>)	Job specification/description	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion	
Staff Personnel Files - Posts or Responsibility (POR)	Calculation of service	Retain indefinitely on master file	Relates to pay/pension etc. (See DES guidelines)	n/a	
Staff Personnel Files - Posts or Responsibility (POR)	Promotions/POR Board master files	Retain indefinitely on master file		n/a	
Staff Personnel Files - Posts or Responsibility (POR)	Promotions/POR Boards assessment report files.	Retain original on personnel file, and copy on master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings). Copy on master and appeal file.		Secure destruction/deletion	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Staff Personnel Files - Posts or Responsibility (POR)	POR appeal documents	Retain original on personnel file, and copy on master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings). Copy on master and appeal file.		Secure destruction/deletion	
Staff Personnel Files - Posts or Responsibility (POR)	Correspondence from candidates re feedback	Depends upon nature of feedback. If feedback is from unsuccessful candidate who is not an employee of the ETB, keep in line with retention periods above. If feedback is from successful candidate or from unsuccessful candidate who is already an employee, keep in line with "Staff personnel whilst in employment" above.		Secure destruction/deletion	
Staff Personnel Files <i>(whilst in employment)</i>	Contract/Conditions of employment (ETB)	Retain for duration of employment plus 7 years	6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school	Confidential shredding (ETB)	
Staff Personnel Files <i>(whilst in employment)</i>	Probation letters/forms	Retain for duration of employment plus 7 years	6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school	Confidential shredding (ETB)	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Staff Personnel Files (<i>whilst in employment</i>)	POR applications and correspondence (whether successful or not) (ETB)	Retain for duration of employment plus 7 years	6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school	Confidential shredding	
Leave /Absence	Annual Leave Records	Retain for 3 years	Organisation of Working Time Act 1997 stipulates keeping these records for 3 years	Confidential shredding	
Leave /Absence	Leave of absence applications (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on ETB	Records & personnel files retained at ETB head office level	Confidential shredding	
Leave /Absence	Job share (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on ETB		Confidential shredding	
Leave /Absence	Career Break (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on ETB		Confidential shredding	
Leave /Absence	Maternity leave (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on ETB		Confidential shredding	

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Leave /Absence	Paternity leave	Retain for 2 years following retirement/resignation or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater).		Confidential shredding	
Leave /Absence	Parental Leave	Must be kept for 8 years - Parental Leave Act 1998 Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years. (ETB)	Parental Leave Act, 1998.	Confidential shredding	
Leave /Absence	Force Majeure Leave	Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years.		Confidential shredding	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Leave /Absence	Carer's Leave Records	Must be kept for 8 years - Carer's Carer's Leave Act, 2001. Leave Act 2001 Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years		Confidential shredding	
Leave /Absence	Working Time Act (attendance hours, holidays, breaks) (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school). There is a statutory requirement to retain for 3 years		Confidential shredding	
Allegations/complaints (ETB)	Allegations/complaints (ETB)	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Please note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.		ETB one doesn't have a time period advised	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Grievance and disciplinary records	Grievance and disciplinary records	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Please note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.			
Occupational Health	Sickness absence records/certificates	Retain for duration of employment plus 7 years		Confidential shredding	
Occupational Health	Pre-employment medical assessment	Retain for duration of employment plus 7 years		Confidential shredding	
Occupational Health	Occupational health referral	Retain for duration of employment plus 7 years		Confidential shredding	
Occupational Health	Correspondence re retirement on ill-health grounds	Retain for duration of employment plus 7 years		Confidential shredding	
Occupational Health	Accident/injury at work reports	Retain for duration of employment plus 7 years		Confidential shredding	
Occupational Health	Medical assessments or referrals	Retain for duration of employment plus 7 years		Confidential shredding	
Occupational Health	Sick leave records (sick benefit forms)	Retain for duration of employment plus 7 years		Confidential shredding	
Miscellaneous	Contracts for Service	Retain for the duration of the contract plus 6 years by relevant manager	Contracts may need to be held until C&AG audit	Confidential shredding	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Miscellaneous	Papers from formal HR meetings - *Agendas *Minutes *Associated papers circulated	Retain indefinitely	For historical purposes	Archive	
Records re: staff where HR have copies	Copies of letters to staff from HR, forms, requests for staff training etc.	Line manager to retain until staff member leaves CDETB or moves to another Department	Copies of letters already held by HR.	Confidential shredding	
Records re: staff created by Centre Managers and where HR do not have originals	Notes of formal meetings with staff, correspondence from line manager to staff, references.	Line manager to retain until staff member leaves CDETB or moves to another Department after which record of formal meetings and formal correspondence from line manager should be sent to HR	If records are returned to HR, retain on file until staff member is at least 90 years of age after resignation/retiral.	Transfer unique originals to HR	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Industrial Relations	Correspondence re Issues	Last action on file + 5 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on case by case basis	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Industrial Relations	Agreements	Superseded + 10 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on case by case basis	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Industrial Relations	Minutes of meetings	End of Year + 5 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on case by case basis	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Industrial Relations	Industrial relations surveys	End of Year + 5 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on case by case basis	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Industrial Relations	Industrial Relations Reports	End of Year + 5 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on case by case basis	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Case Management	Dignity at work Case files	Retain until Staff member is 90 years of age	Historic Reference	Transfer to Personnel file on retirement; Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Case Management	Labour Court Recommendations	Retain until staff member is 90 years of age	Historic reference	Transfer to Personnel file on retirement; Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Case Management	Disciplinary Records	Retained as per Personnel Disciplinary Procedures	Staff monitoring and performance management	Transfer to Personnel file on retirement; Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
HR Policies	HR Policies	Superseded + 5 years	For QA and reference purposes	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
HR Policies	HR Policy drafts and notes of development	Implementation of new policy + 1 year	For reference and support in implementing change	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Staff Training & Development <i>(including PMDS and CPD)</i>	Staff Training	Termination of employment + 6 years	Statute of Limitations	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Staff Training & Development <i>(Including PMDS and CPD)</i>	Health & Safety Training	Termination of employment + 6 years	Statute of Limitations	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Staff Training & Development <i>(Including PMDS and CPD)</i>	Minutes of meetings	Year of Meeting + 5 years	Aligns with administrative record retention in other areas	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Staff Training & Development <i>(Including PMDS and CPD)</i>	Finance Records (including Fee Support/ Fee Waivers)	Current Financial Year + 6 years	Taxes Acts obligation and other statutory requirements	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Staff Training & Development <i>(Including PMDS and CPD)</i>	Annual programme of courses / workshops	Superseded + 5 years	For QA and reference purposes	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Staff Training & Development <i>(Including PMDS and CPD)</i>	PMDS - Personal Development forms	Until superseded/updated at PMDS meeting	PMDS National Agreement	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Staff Training & Development <i>(Including PMDS and CPD)</i>	PMDS - Development Plans	Until superseded + 3 years	Provides sufficient period for review and tracking of progress against plan. If issues arise, Legal Hold procedure can be invoked	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Employee Assistance Programme (Case Files)	Interview Notes	Current year + 6 years	Statute of Limitations – maximum period in which to take a claim.	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Employee Assistance Programme (Case Files)	Correspondence	Year of correspondence + 6 years	Statute of Limitations – maximum period in which to take a claim.	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Financial	Invoices	Current Year + 1 Year	Originals held by Finance. Copies retained for reference / cross check	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Financial	Purchase Orders	Current Year + 1 Year	Originals held by Finance. Copies retained for reference / cross check	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Financial	Requisitions	Current year + 1 year	Originals held by Finance. Copies retained for reference / cross check	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention
Financial	Budgets	Current Year + 1 year	Originals held by Finance. Copies retained for reference / cross check	Secure Destruction	Retain for extended period on request of CEO in event of legal issue; Review ongoing retention

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Payroll	Records documenting employee's authorisation for non-statutory payroll deductions	Current Tax Year + 6 years	Retain for compliance with Taxes Acts, Companies Acts etc., and for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure archive for duration of retention period, then secure destruction/deletion	
Payroll	Salary claim forms	Duration of employment + 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB) or for the life of employee/former employee plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB, whichever is the longer).	Secure archive for duration of retention period, then secure destruction/deletion	
Payroll	Records documenting calculation and payment of payroll payments for overtime to employees	Duration of employment + 7 years	In case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Retain for extended period on request of CE in event of legal issue coming to light, & keep ongoing retention under review.	Secure archive for duration of retention period, then secure destruction/deletion	

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Payroll	Records documenting calculation and payment of payroll payments to Part-time teaching staff	Duration of employment + 7 years	In case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Retain for extended period on request of CE in event of legal issue coming to light, & keep ongoing retention under review.	Secure archive for duration of retention period, then secure destruction/deletion	
Payroll	Records documenting calculation and payment of payroll payments to employees	Current Tax Year + 6 years	Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure archive	
Payroll	Records documenting calculation and payment of payroll payments to employees before the advent of payroll software	Indefinitely	In case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Retain for extended period on request of CE in event of legal issue coming to light, & keep ongoing retention under review.	Scan (if practical) and destroy originals	
Payroll	Records documenting adjustment on promotion of employee	Current Tax Year + 6 years	Retain as part of PAYE payment record keeping. Retain for extended period on request of CE. In event of legal issue; Review ongoing retention.	Secure destruction/deletion	

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Payroll	Records documenting the operation of the Statutory Sick Pay Scheme	Current Tax Year + 6 years	Retain as part of PAYE payment record keeping. Retain for extended period on request of CE. In event of legal issue; Review ongoing retention.	Secure destruction/deletion	
Payroll	Records documenting the operation of the Statutory Maternity Pay Scheme.	Current Tax Year + 6 years	Retain as part of PAYE payment record keeping. Retain for extended period on request of CE. In event of legal issue; Review ongoing retention.	Secure destruction/deletion	
Pensions	Superannuation (Pension) Calculations	Retain for 7 years after pensioner and any subsequent dependent spouse are deceased and dependent children are finished in full time education.	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB.	Secure destruction/deletion	
Pensions	Superannuation Files	Retain for 7 years after pensioner and any subsequent dependent spouse are deceased and dependent children are finished in full time education.	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB.	Secure destruction/deletion	
Pensions	Records documenting payment of employer and employee contributions to pension schemes	Retain for 7 years after pensioner and any subsequent dependent spouse are deceased and dependent children are finished in full time education.	Required for verification of pension payments and entitlements. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion	

CDET Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Pensions	Records of previous service (incl. correspondence with previous employers)	Indefinitely	DES advise that these should be kept indefinitely.	Archive securely	
Payroll	Payroll Listings	7 years	Benchmarked against National Minimum Wage Act 2000 (as amended). Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion	
Payroll	For capturing the banking details of new employees	7 years		Secure destruction/deletion	
Payroll	Approval for Incremental Credit	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion	
Payroll	Incremental Approvals	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion	

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
ICT strategy	Development and implementation of ICT strategy for CDETb	Superseded plus 10 years	Of no foreseeable value after this period	Destroy confidentially Electronic data deleted from computer storage	
Draft ICT Strategy	Preparatory notes and draft version of ICT Strategy	Data of Publication of strategy + 12 months	To support change management, aide memoire for key decisions in strategy	Destroy confidentially Electronic data deleted from computer storage	
Audit reports <i>[records documenting participation in inspections by authorized bodies or their representatives re: legal, contractual, or technical implementation provisions]</i>	Internal IT Audit / IT Security Audit Reports	Calendar year of audit plus 5 years, unless an audit action item is unresolved	Retain for evidence of audit actions, lessons learned, and compliance	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Audit reports <i>[records documenting participation in inspections by authorized bodies or their representatives re: legal, contractual, or technical implementation provisions]</i>	External IT Audit / IT Security Audit Reports	Calendar year of audit plus 5 years, unless an audit action item is unresolved	Retain for evidence of audit actions, lessons learned, and compliance	Secure destruction – shred physical, delete electronic Review before destruction	
Audit reports <i>[records documenting participation in inspections by authorized bodies or their representatives re: legal, contractual, or technical implementation provisions]</i>	ICT Systems Change Log	3 years from date of last entry	Retain for evidence of changes to technology or technology related processes	Secure destruction – shred physical, delete electronic	
Service catalogue	Records documenting availability and access to ICT facilities	Superseded plus 5 years	Retain for version comparisons to demonstrate compliance with audit actions	Destroy confidentially Electronic data deleted from computer storage	

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Project management	Records documenting the management of ICT systems development projects (i.e. project management records, project status meeting minutes etc.).	Calendar year of Termination of project plus six years	Retain until statute of limitations on breach of contract has expired in case of litigation and in case of audit requirement	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Usage regulations	Records governing the policies for availability and conditions of use of ICT resources	Superseded plus 5 years	Retain for version comparisons to demonstrate compliance with audit actions	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
IT Governance activities	Administrative Meeting Agenda, minutes	Date of meeting + 6 years	Aligns with standard administrative minutes practice in Centres	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
IT Governance activities	Presentations, Reports	Date of Report/Presentation + 3 years	Aligns with standard administrative records practice in Centres	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
IT Governance activities	Project Submissions (incl. go/no go decisions)	Date of Submission + 3yrs or Date of Project Decision + 3 yrs, whichever is longer	Aligns with standard administrative records practice in Centres Supports "lessons learned" in project planning, also evidence reasons why projects not initiated.	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Major ICT incidents	Details of high priority IT incidents, the measures taken to address them and future recommendations	Calendar year of incident plus 3 years	To support change management and/or incident response/training To identify common causes and special causes of security incident and mitigate	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Change management	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system plus 3 years	Retention is for the purposes of verifying changes, documenting lessons learned, and informing risk assessments.	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Security management	Records documenting the security arrangements for ICT systems.	Decommissioning of or change to system plus 3 years OR Superseding of security protocol + 3 years	ISO27001 and related standard recommend review of security management systems in response to changes to systems or changes to processes or controls.	Destroy confidentially; Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Performance management	Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year plus 1 year	Document log of activities for current year retained for 12 months provides sufficient time for audit/review/remediation	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Data backup operations	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year plus 1 year	Document log of activities for current year retained for 12 months provides sufficient time for audit/review/remediation	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Monitoring logs (System Log Files)	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year plus 1 year	Retain for internal /external audit and control testing. GDPR requires retention of evidence of effective operation of controls relating to information security	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Disposal of ICT equipment	ICT Equipment disposal policy and associated procedures	Superseded +5 years	Retain for version comparisons to demonstrate compliance with audit actions	Destroy confidentially Electronic data deleted from computer storage	
Disposal of ICT equipment	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment plus 3 years	Retain for internal /external audit and control testing. GDPR requires retention of evidence of effective operation of controls relating to information security	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Software license management	Records documenting the maintenance of appropriate software licences for live ICT systems.	Cancellation of license plus 3 years	Retain for internal /external audit and control testing.	Destroy confidentially Electronic data deleted from computer storage	
Identity and access management	Records documenting the request, creation, maintenance and closure of user accounts for ICT systems.	Closure of account plus 3 years	Retain for internal /external audit and control testing. GDPR requires retention of evidence of effective operation of controls relating to information security	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution

CDETb Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Customer feedback	Details of user feedback on IS service made in confidence	Current year plus 1 year	Supports continuous improvement and incident/case management; There is no purpose for retaining identifiable data for longer than current year + 1 year.	Anonymise and retain statistical data re satisfaction; Destroy identifiable data.	
Security breaches	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken by IT Services.	Last action on incident plus 3 years	Retain for internal /external audit and control testing. GDPR requires retention of evidence of effective operation of controls relating to information security Retention longer than 3 years not necessary or proportionate	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Security breaches	<i>Data Security Breach Incident Report</i>	<i>As Data Security Breaches under DPC Code of Practice and GDPR encompass more than electronic records the functional responsibility for Data Breach logging and reporting rest with CEO & Management Support functions. IT Services are a key stakeholder in the Data Security Breach Process.</i>			
Data recovery	Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request plus 2 years	Retain for internal /external audit and control testing. GDPR requires retention of evidence of effective operation of controls relating to information security Retention longer than 2 years post last action not necessary or proportionate	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution

CDETB Records Retention Schedule

Record Group	Record Description	Retention Period	Rationale / Requirement	Final Disposition	Legal Hold Procedure
Support request	Records documenting user requests for technical and application support, and action taken to investigate and resolve the problem.	Last action on request plus 1 year	Of no foreseeable value after this period	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
User training	Records documenting the development of technical and application training for ICT system users.	Superseded plus 2 years	GDPR requires retention of evidence of effective operation of controls relating to information security Retention longer than 2 years post last action not necessary or proportionate	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
User training	Records relating to attendance at training re: IT systems & security	Calendar year in which training delivered + 2 years	Training is explicitly referenced as a control in GDPR. Must have evidence of effectiveness. Training should be refreshed cyclically, so retention beyond 2 yrs not necessary or proportionate	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution
Network access requests	Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communications links.	Termination of connection plus 2 years <i>Note: 3rd party access must be undertaken under a formal data sharing agreement or data processor contract</i>	Retain for internal /external audit and control testing. GDPR requires retention of evidence of effective operation of controls relating to information security Retention longer than 2 years post last action not necessary or proportionate	Destroy confidentially Electronic data deleted from computer storage	Retain relevant extract or record if related to a potential risk of litigation or prosecution