

**Policy name: Records Management and Retention Policy**

**Approved: 25th May 2018**

**Revision 1 approved**

**Revision 3 approved by Trinity Academic Council 13th May 2020**

## 1. Context

- 1.1 The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, has a legitimate business requirement to collect and use personal data (information) for a variety of purposes concerning its staff, students and other individuals who come in contact with it. The [General Data Protection Regulation](#) (GDPR) and [Data Protection Act 2018](#) apply to the processing of personal data, and RIAM is committed to complying with its legal obligations in this regard. Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of this personal data. The GDPR confers rights on individuals as well as responsibilities on those persons processing personal data.

## 2. Purpose

- 2.1 This policy aims to ensure that RIAM creates, maintains, retains and properly disposes of those records which it requires for the conduct of its business and that they are managed in a manner commensurate with legal obligations and information requirements.
- 2.2 This policy has been put in place to ensure that personal data is only retained for as long as is necessary for the purpose for which it was given to RIAM. Personal data, both automated and manual, is defined as data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

## 3. Benefits

- 3.1 RIAM records are created, maintained, managed and disposed of in a manner commensurate with legal obligations and information requirements.
- 3.2 This policy clarifies how the RIAM's will meet its commitment to protect the rights and privacy of individuals in accordance with the GDPR legislation.
- 3.3 This policy will safeguard respect for the data privacy of individuals, lessen the risk of data breach and aim to prevent loss of personal data.

## 4. Scope

- 4.1 This policy applies to:
- (i) administration records, finance records, legal records, RIAM Student records, Local Centre Examination records, Human Resource records, RIAM Services and RIAM Research records;
  - (ii) all approved users of RIAM records including all employees of RIAM;
  - (iii) all contractors, suppliers, RIAM partners and external researchers and visitors who may be given access to RIAM records;

- (iv) all locations from which RIAM information is accessed including home and off-site/remote use.

## 5. Principles

- 5.1 RIAM has a corporate responsibility to maintain its records and records management systems in accordance with the regulatory environment, hence it complies with all Irish and EU laws including the key legislative frameworks from which the [Data Protection Commission \(DPC\)](#) derives its regulatory authority to protect individuals' data protection rights.
- 5.2 This responsibility therefore extends to all staff who work with Academy records. In particular, the Director, RIAM Secretary, Heads of Faculty and the Internal Auditor are responsible for ensuring that records management within their areas is carried out in line with this policy and established procedures.

## 6. Policy

- 6.1 RIAM records are defined as those documents or data sets which arise from or facilitate the business carried out by RIAM and which provide evidence of its transactions or activities and, as appropriate, an archived record of its operational, administrative, historical, cultural or social significance.
- 6.2 Records occur in all types of recording media, including:
  - (i) paper documents (written or printed matter);
  - (ii) electronic records (e.g. word processing files, databases, spreadsheet files, emails, CCTV footage, sound recordings, electronic data on any media etc.);
  - (iii) books, drawings and photographs;
  - (iv) anything on which information is recorded or stored by graphic, electronic or mechanical means.
- 6.3 All such records that are created by RIAM employees in the course of their duties are the property of RIAM. All records received are in the care of RIAM and are also subject to RIAM's overall control and to the provisions of this policy.
- 6.4 Where records are jointly created with other organisations, those sharing ownership should agree how records are to be stored, managed and final disposition. In such instances where RIAM is deemed to have record management responsibility, employees are obliged to follow this policy.
- 6.5 Records Management
  - 6.5.1 Records Management is the application of controls and procedures to the creation, maintenance, use and disposal of records.
  - 6.5.2 Records Management includes *inter alia*: records classification; management of filing systems, retention scheduling; the administration of inactive records storage; management of record conversion programmes; disaster planning; archival preservation activities; permanent archiving and appropriate destruction of records.
  - 6.5.3 The nature of records requires that consideration be given to security, privacy, authenticity, accessibility, version control, handling, preservation and the disposal of such records.

## 6.6 Records classification

- 6.6.1 It is the responsibility of the data owner to classify all records.
- 6.6.2 RIAM records must be identified and categorised for filing on the basis of their subject, and assigned a file name that allows for efficient retrieval.
- 6.6.3 Active records are records which are required and referred to regularly for current use, and should be retained and maintained in office space and equipment which is readily accessible to users.
- 6.6.4 Semi-active records are records which are referred to infrequently and are not required regularly for current use. Semi-active records can be removed from the office space to off-site storage until they are no longer needed.
- 6.6.5 Inactive records are records for which the active and semi-active retention periods have lapsed and which are no longer required to carry out the functions for which they were created. Inactive records can be disposed of/archived as per the Records Retention Schedule (see 6.7.1).

## 6.7 Records retention

- 6.7.1 The Records Retention Schedule (appended below) is a control document that describes RIAM's corporate records at a series level, and:
  - (i) specifies the length of time each series of records should be retained prior to final disposition;
  - (ii) specifies the final disposal route of each series of records;
  - (iii) serves as the legal authorisation for the disposal of records.
- 6.7.2 Records must be retained for as long as required to meet the legal, administrative, financial, operational or historic needs of the Academy, during which time, they should be filed appropriately. Following a period of time, as set out in the Records Retention Schedule, they are either archived or disposed of.
- 6.7.3 RIAM adheres to best practice guidelines when determining the length of time for which personal data is kept. The Record Retention Schedule outlines the retention periods specified by RIAM for the various categories of personal data currently held by it.
- 6.7.4 In determining appropriate retention periods, RIAM has regard for all relevant statutory obligations.
- 6.7.5 RIAM specifies the length of time for which personal data is kept and the reasons why the information is being retained and communicates this information to Data Subjects.
- 6.7.6 RIAM has assigned specific responsibility and introduced procedures for ensuring that files are purged regularly and securely and that personal data is not retained any longer than is necessary.

- 6.7.7 All records will be periodically reviewed in light of experience and any legal or other relevant indications.
- 6.7.8 If the purpose for which the information was obtained has ceased and the personal information is no longer required, the data will be deleted or disposed of in a secure manner.
- 6.7.9 Documents may also be anonymised to remove any personal data. In these cases the anonymisation will be irrevocable.
- 6.7.10 Where legal proceedings have been initiated, are in progress, or are reasonably foreseeable (although have not yet been taken) all records relating to the individuals and incidents concerned will be preserved and subsequently will only be deleted, destroyed or purged following legal advice.

## 6.8 Records Destruction

- 6.8.1 When scheduled for destruction, the manner of destruction of records must be appropriate to the level of confidentiality of the records.
- 6.8.2 In the case of in-house destruction, the date and manner of destruction of records must be recorded.
- 6.8.3 In the case of third-party destruction, a certificate or docket confirming destruction must be received and retained as proof of destruction.
- 6.8.4 Destruction of records is to be monitored and carried out in accordance with the Records Retention Schedule.

## 7. Responsibility

- 7.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.
- 7.2 The Records Management Policy will be reviewed by the RIAM Secretary every two years.
- 7.3 The Records Retention Schedule will be updated by the RIAM Secretary in response to queries received and developments in best practice.

## 8. Legislation and Regulation

- 8.1 [General Data Protection Regulation \(GDPR\) \(Regulation \(EU\) 2016/679\)](#).
- 8.2 [Data Protection Act 2018](#).
- 8.3 [Law Enforcement Directive \(Directive \(EU\) 2016/680\)](#).
- 8.4 [Data Protection Act 1988](#) and [Data Protection \(Amendment\) Act 2003](#).
- 8.5 [S.I. No. 336/2011 - European Communities \(Electronic Communications Networks and Services\) \(Privacy and Electronic Communications\) Regulations 2011](#).

## 9. Related Documents

- 9.1 Data Protection Policy.
- 9.2 RIAM Privacy Statement.

9.3 The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. Regulations have direct effect and so supersede previous Data Protection Acts 1988 and Amended Act 2003.

The GDPR emphasises transparency, security and accountability by data controllers and processors, while at the same time standardising and strengthening the right of European citizens to data privacy.

Further general information on the General Data Protection Regulation (GDPR) including background information on the legislation, useful publications and links to other relevant bodies is available at:

[Data Protection Commission \(DPC\).](#)

[Guidance on Enhanced Rights and Responsibilities.](#)

[Data Protection Act 1988.](#)

[Data Protection \(Amendment\) Act 2003.](#)

[Data Protection Act 2018.](#)

## 10. Document Control

Approved 25th May 2018.

Revision 1 approved.

Revision 3 approved by Trinity Academic Council 13th May 2020.

New review: Academic Year 2020/21.

## Appendix – Record Retention Schedule

### 1. Administration Records

General classes of records held	Default retention period	Final disposition
RIAM Statutes	Retain indefinitely	
Strategic Plans	Retain indefinitely and for 6 years after the company is dissolved.	Appropriate filing / archiving
RIAM policies and procedures	Retain current until superseded	
Records of RIAM Boards and Committees e.g. agenda, signed minutes, documents relating to agenda items, etc.	Retain indefinitely and for 6 years after company is dissolved	
Records of internal/operational meetings (e.g. meetings of examiners, adjudications, auditions, etc.) e.g. agenda, minutes, documents relating to agenda items, i.e. reports, etc.	Retain for 6 years after relevant action completed	Confidential shredding
RIAM Risk Register	Retain indefinitely and for 6 years after company is dissolved	
RIAM Organisational Structure	Retain until no longer relevant/or until policy to which they relate is superseded	Appropriate filing / archiving
Circulars, memos re policy matters		
Projections and statistical analyses	Retain for current years plus 6 years	Confidential shredding/secure deletion of electronic records
General (non-HR) written allegations/complaints: records received/created as a result of investigating allegations/complaints	Retain for 5 years after resolution of complaint or from date of last correspondence	
Significant cases (non-HR) which set precedents/change RIAM policies	Retain indefinitely	Appropriate filing / archiving
Hand written notes taken by recording secretary present at meetings	Retain until minutes have been agreed and signed by Chairman at the following meeting of the Committee	Destroy confidentially, as appropriate
Elections to Boards – voting records, etc.	Retain for current year, or until they cease to be of administrative use	
Routine administration records	Retain for current year, or until they cease to be of administrative use	Appraise and evaluate for secure archiving where relevant otherwise confidential shredding/secure deletion of electronic records.
General correspondence, including emails		

## 1. Administration Records continued

General classes of records held	Default retention period	Final disposition
Quality reports, quality assurance peer reviews	Retain until superseded	Appraise and evaluate for secure archiving where relevant otherwise confidential shredding/secure deletion of electronic records
Teaching allocations/semester schedules		
Correspondence relating to funding requests, including emails	Retain for current year, or until they have ceased to be or administrative use	Appraise and evaluate for secure archiving where relevant otherwise confidential shredding/secure deletion of electronic records
External liaison e.g. correspondence with accreditation bodies	Retain indefinitely	Appropriate filing / archiving
Records of awards e.g. faculty teaching and other		
<b>Publications</b>		
Annual reports, faculty reports, course handbooks, etc.	Retain two copies for RIAM record and destroy remainder, once superseded	Appropriate filing / secure archiving / destruction

## 2. Finance Records

General classes of records held	Default retention period	Final disposition
<b>Accounts Payable</b>		Confidential shredding / secure deletion of electronic records
Invoices	Original – 6 years Copies – 2 years	
VAT records	6 years	
Tax Clearance Certificates	Retain until superseded by a more recent Tax Clearance Cert or for 6 years from last supplier interaction	
<b>Accounts receivable</b>		
Debtors ledgers	Original – 6 years Copies – 2 years	
Income listings	6 years	
Income control accounts	6 years	
Receipts reconciliation	6 years	
<b>Bank records</b>		
Paid cheques	6 years	
Bank reconciliation	Monthly Reconciliations – 1 year Year End Reconciliations – 6 years	
Bank statements	Original – 10 years Copies – 2 years	
<b>Financial statements</b>		Appropriate filing / secure archiving
Annual financial statements	Retain indefinitely in original form	
Final budget reports		
Registers maintained under statute i.e. register of insurances, mortgage assets		
<b>Fixed assets</b>		
Records of RIAM properties, sale and purchase		
Asset register		
<b>Agreements</b>		Appropriate filing / secure archiving
Rental, lease, use, occupancy	Retain for 6 years after expiration	

## 2. Finance Records continued

General classes of records held	Default retention period	Final disposition
<b>Capital Projects Records</b>	Retain for ten years after completion of project and following C & A G signoff	Appraise and evaluate for archiving where relevant otherwise confidential shredding/secure deletion of electronic records
<b>Audit Reports and Records</b>	Retain indefinitely in original form	Appropriate filing / secure archiving
Internal financial policies, accounting standards, procedures, etc.	Retain until superseded or 6 years at a maximum	Confidential shredding / secure deletion of electronic records
Expenses/travel claim forms, all supporting receipts	Retain originals for 6 years Retain copies for 2 years  <i>plus additional time if required by contract</i>	Confidential shredding / secure deletion of electronic records
Cancelled cheques	6 years	
Receipt books	Original – 6 years Copies – 2 years	
Purchase order books	6 years	
Sales records		Confidential shredding / secure deletion of electronic records
Stock records		
<b>General Correspondence</b> relating to financial matters	Retain for current year or until they have ceased to be of administrative use	Appraise and evaluate for archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
<b>Payroll</b>		
Pay-sheets, authorisation to deduct tax details of staff, appointment details, pay scales	Retain on personnel file for duration of employment and for 6 years after last pension payment	Confidential shredding / secure deletion of electronic files
Listings / payslips		
<b>Department Budgets</b>		
Financial budgets and costings and departmental revenue/expenses etc.	Retain for current year plus 6 years	Confidential shredding / secure deletion of electronic records

## 2. Finance Records continued

General classes of records held	Default retention period	Final disposition
<b>Procurement</b>		
Procurement records: purchase orders, requisitions, etc.	Retain for current year plus 6 years and C & AG audit signed off plus additional time if required by contract	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Tender documentation (including specifications, quotations, RFTs, plans, drawings, etc.)		
Contracts for Services, Service Level Agreements, etc.	Following completion of contract, retain for current year plus 6 years and C & AG signed off	Appraise and evaluate for secure archiving where relevant otherwise, confidential shredding / secure deletion of electronic records
Commercial contracts		
Unsuccessful tender documentation	Retain for current year plus 2 years	Confidential shredding / secure deletion of electronic records

### 3. Legal Records

General classes of records held	Default retention period	Final disposition
Legal cases	Retain indefinitely	Appropriate filing / archiving
Legal correspondence		
Legal advice		
Copyright records		
Contracts for services (e.g. electricity, telecommunications, security, etc.)	Retain for duration of contract plus 6 years following the completion of the contract	See also 'Procurement' and 'Capital Projects' in Finance Section
Contracts for support and maintenance (e.g. building, ICT equipment, etc.)		

## 4. RIAM Student Records

General classes of records held	Default retention period	Final disposition
<b>Programme development / accreditation</b>	Retain indefinitely	Appropriate filing / archiving
<b>Student applications</b>		
Records of successful applications via CAO	Retain for duration of studies plus 3 years	Confidential shredding / secure deletion of electronic records
Records of successful direct entry applicants (undergraduate and postgraduate) e.g. applications, submitted transcripts, references, letters of support, letter from nominating supervisor, thesis proposals, etc.		
Records of unsuccessful applicants (undergraduate and postgraduate) where no appeal initiated (appeal process relevant to direct entry applications only)	Retain for no longer than 2 years. Anonymised applicant data may be retained for as long as required for administrative/statistical use	
Unsuccessful applicant appeals submissions, appeal committee reports / outcomes	Retain for 5 years following completion of action	
Overseas recruitment / exchange, agreements, etc.	Retain for duration of agreement with agent plus 2 years	
Student enrolment record (including student name, ID number, contact details, etc.)	Retain indefinitely	Appropriate filing / archiving
Records including: student registration, grant records, awards/scholarships, extenuating circumstance forms, requests for extensions, leave of absence, deferral, transfer, readmission, exemptions, student status, etc.	Retain for duration of studies plus 3 years	Confidential shredding / secure deletion of electronic records
RIAM correspondence with students: general undergraduate / postgraduate etc.		
Records relating to access, disability, lifelong learning and outreach, references, medical/ sick certificates and correspondence with students relating to mature years/Erasmus, etc.		
Student fees / financial: records re student fees, online payment records, bank transfers, etc.		
Student supervision and support records	Retain for duration of studies plus 3 years	Confidential shredding / secure deletion of electronic records
Theses	Retain indefinitely	Appropriate filing / secure archiving
Records of student awards, prizes, scholarships, etc.		
Student discipline records: (1) minor offences (2) major offences	(1) retain for duration of study + 7 years (2) retain for duration of study + 25 years	Confidential shredding / secure deletion of electronic records

## 4. RIAM Student Records continued

General classes of records held	Default retention period	Final disposition
<b>Examination, results, graduation records</b>		
Examination papers (and related records i.e. recommended marking scheme etc.)	Retain indefinitely	Appropriate filing / archiving
Records which contribute towards module grade but which have not been returned to students e.g. examination scripts, essays, case studies, cooperative education reports, etc.	Retain for 13 months following deadline for appeal	Confidential shredding / secure deletion of electronic records
Examination scripts which undergo recheck / appeals procedures  (1) original examination script record (2) examinations recheck and appeal form, outcome record	(1) retain for 2 years after action completed (2) retain indefinitely	(1) Confidential shredding (2) Appropriate filing / secure archiving
External examiners' reports	Retain for a minimum of current year plus 3 years (until no longer required)	Appraise and evaluate for archiving where relevant otherwise confidential shredding / secure deletion of electronic records
External examiners' correspondence, meetings records, etc.	Retain for current year plus 3 years	Confidential shredding / secure deletion of electronic records
Records of module grades, amendments to marks, published results	Retain indefinitely	Appropriate filing / secure archiving
Student academic transcripts		
Conferring records		
Alumni records		
<b>Part-time Students</b>		
Student enrolment record (including student name, ID number, contact details, etc.)	Retain indefinitely	Confidential shredding / secure deletion of electronic records
Records: student registration, awards/scholarships, transfers, exemptions, etc.	Retain for the duration of students' studies plus 3 years	
RIAM correspondence with students over 18 or Guarantors (students under 18)		
Records relating to access, disability, references, medical/sick certificates and correspondence with students relating to mature years.		
Student fees / financial: records re student fees, online payment records, bank transfers, etc.	Retain indefinitely	Appropriate filing / secure archiving
Assessment records and results		
Student progress reports	Retain for current year plus 3 years	Confidential shredding / secure deletion of electronic records

### 5. Local Centre Examination Records

General classes of records held	Default retention period	Final disposition
<b>Examination Syllabus</b>	Retain until superseded	Appropriate filing / secure archiving / destruction
<b>Local Centre Applications</b>		
Application forms and correspondence re transfers, special needs, etc.	Retain until C & AG sign off	Confidential shredding / secure deletion of electronic records
Applicant records	Retain indefinitely	Appropriate filing / archiving
Candidate records	Retain indefinitely	Appropriate filing / archiving
Payment records re examination fees, payment details, cheque, credit card, etc.	Retain current year plus 6 years	Confidential shredding / secure deletion of electronic records
<b>Examination Results</b>		
Original examination scripts, examiners' comments, appeals, etc.	Retain current year plus 3 years	Confidential shredding / secure deletion of electronic records
High Achieve recommendations and correspondence relating to auditions	Retain current year plus 3 years	Confidential shredding / secure deletion of electronic records
<b>Senior Examiner Committee Meeting</b>		
Minutes and related correspondence	Retain indefinitely	Appropriate filing / archiving

## 6. HR Records

General classes of records held	Default retention period	Final disposition
Unsolicited applications for positions	Retain for 1 year	Confidential shredding
<b>Recruitment / competition files / assessment boards, promotion boards</b>		
Vacancy notification	Retain indefinitely	Appropriate filing / archiving
Advert copies		
Job description		
Selection criteria		
Candidates not qualified or short listed for interview: cover letters, application forms/CVs etc.	Retain for 1 year	Confidential shredding / secure deletion of electronic files
Applications and CVS of candidates shortlisted for interview but who do not attend: cover letters, application forms/CVs etc.	Retain for 1 year	
Candidates short listed and who attend interview but who are not successful or who are successful but do not accept offer: cover letters, application forms/CVs etc.	Retain for 1 year	
Interview Board marking sheet	All documentation relating to a position and the decision making process should be retained for 2 years	
Interview Board notes		
Panel		
Recommendation by Interview Board		
<b>Payroll</b>		
Pay-sheets, authorisations to deduct tax details of staff, appointment details, pay scales	Retain for 6 years	See 'Payroll' in Finance Section

## 6. HR Records continued

General classes of records held	Default retention period	Final disposition
<p><b>Personnel Files</b></p> <p>Personal contract details, Staff ID, application form/CV/cover letter, contract of employment, evidence of education qualifications, references, recruitment medical, probation forms, salary rates and increments, service records, training and development records, safety training records, occupational health reports</p>	<p>Employment contracts must be kept for duration of employment +7 years after. Copies of passports/driving licences should not be retained. If required the last 4 digits of such ID can be recorded for duration of employment plus an additional 1 year. Appraisal data, qualification information, promotions, training, medical information etc. can be retained for duration of employment. Keep weekly working hours, statement of duties and PPS number for 3 years. Salary rates should be retained for 6 years.</p>	<p>Confidential shredding / secure deletion of electronic files</p>
<p>Leave records relating to sabbatical, secondment, career break, sick leave, job share, scheme, parental leave, adoptive leave, maternity leave, study leave, jury leave, etc.</p>	<p><b>Sabbatical Leave</b> – Duration of employment plus 1 additional year.  <b>Secondment</b> – Duration of employment plus 1 additional year.  <b>Sick Leave</b> – Duration of employment plus 1 additional year.  <b>Job Share</b> - Duration of employment plus 1 additional year.  <b>Parental Leave</b> – 8 years  <b>Adoptive Leave</b> – Duration of Employment plus 1 additional year  <b>Maternity Leave</b> – Duration of Employment plus 1 additional year  <b>Study Leave</b> – Duration of employment plus 1 additional year.  <b>Jury Leave</b> – Duration of employment plus 1 additional year.  <b>Force Majeure</b> – 8 years</p>	

General classes of records held	Default retention period	Final disposition
<b>Annual Leave</b>	Retain for 3 years	
<b>Superannuation / Retirement Records</b>	Retain for 6 years following retirement	Confidential shredding / secure deletion of electronic files
<b>Garda Vetting</b>		
Records originating from Garda Vetting Bureau	Retain for the period of time that the vetting is active for	Confidential shredding / secure deletion of electronic files
<b>Discipline Records</b>		
Records relating to disciplinary actions taken against employees e.g. warnings, suspensions	Retain for period of time the disciplinary warning is active for. If the disciplinary warning results in dismissal, retain for 6 months	Confidential shredding / secure deletion of electronic files
<b>HR Allegations and Complaints</b>		
Written allegations/complaints: records received/created as a result of investigating allegations/complaints	Retain in accordance with relevant policy	Confidential shredding / secure deletion of electronic files
Written allegations/complaints: records received/created as a result of investigating allegations/complaints/significant cases which set precedents	Retain indefinitely	Appropriate filing / secure archiving
<b>Occupational health records, health and safety</b>		
Safety policies	Retain for 5 years after superseded	Confidential shredding / secure deletion of electronic files
Safety promotions, campaigns, etc.	Retain for 5 years	
Fire drill records		
Safety training records	Retain on personnel file for the duration of employment and for 5 years after last pension payment	
Risk assessment records e.g. chemical agent, manual handling, radiation, biological agent, construction, pregnant employee, etc.	Retain for 5 years after superseded or after activity ceases, whichever relevant	
Incident reports e.g. accident reports and dangerous occurrence report forms	Retain for 10 years after date of incident	

General classes of records held	Default retention period	Final disposition
Occupational health reports (including consultant physician's reports) – personnel	Retain on personnel file for duration of employment and for 2 years after last pension payment	Confidential shredding / secure deletion of electronic files
Occupational health reports – not relating to specific members of personnel	Retain for 40 years after date of incident	Appropriate filing / secure archiving
Safety audits, investigations and safety evaluation records	Retain indefinitely	
Notification of personal accidents or hazardous situations on campus (which result in injuries/ compensation claims)	Please refer to 'Insurance' section	
<b>Employee relations</b>	Retain indefinitely	
Union correspondence	If correspondence is in relation to an individual, retain for a period of 3 years	Appropriate filing / secure archiving
Third Party recommendations e.g. Employment Appeals Tribune (EAT), Labour Court, Equality Tribunal, Labour Relations Commissions etc.	Retain for 3 years	
Awards and agreements records	Retain for 3 years	
Individual Industrial relations issues	Retain for 3 years	
Claims records (e.g. correspondence, status records, etc.)	Retain for 3 years	
Leave of absence forms	Retain for 3 years	Confidential shredding / secure deletion of electronic files
Employee sick leave forms	Retain for 3 years	

## 7. RIAM Services

General classes of records held	Default retention period	Final disposition
<b>Estates and Facilities</b>		
Planning records, deeds, building plans, planning applications	Retain indefinitely	Appropriate filing / secure archiving
Maintenance (buildings, structures, grounds) (1) major conservation work (2) all other major maintenance work/fitouts (3) routine maintenance, cleaning work	Retain for lifetime of equipment  If there is any measurable risk of liability in respect of equipment in respect of equipment beyond their operational lives, the records should be retained indefinite	Confidential shredding / secure deletion of electronic files
Records of Security operations (keys issued, office space, etc.)	Retain until superseded	
Inspection records	Retain for 5 years from date of inspection	Confidential shredding / secure deletion of electronic files
Security - CCTV footage	Retain for 1 month unless a risk assessment deems it prudent to retain for longer.	Secure deletion of electronic files / overwriting from recording system
<b>Insurance</b>		
Insurance policies	Retain indefinitely and for 40 years from the date the company is dissolved	Confidential shredding / secure deletion of electronic files
Claims correspondence and records of litigation with third parties	Retain indefinitely	Appropriate filing / secure archiving
<b>Library</b>		
Non-active borrower details	Retain for 5 years from date of last activity	Secure deletion of electronic files
Borrower details where book returns/fines remain outstanding	Retain while account remains outstanding. Once account is closed, treat as 'non-active borrower details' as above	
<b>ICT Services</b>		
Records of emails sent and received, Internet and computer usage (student and staff) and backups	Retain for 12 months	Secure deletion of electronic files

## 7. RIAM Services continued

General classes of records held	Default retention period	Final disposition
<b>Health and Student Counselling</b>		
Medical Records	Retain for the duration of the student's studies plus 8 years	Confidential shredding / secure deletion of electronic files
Mental Health Records	Retain for the duration of the student's studies plus 20 years	
Student Counselling – student records, case notes, assessment reports, recommendations		
<b>Public Affairs and Communications</b>		
Press releases	Retain indefinitely	Appropriate filing / secure archiving
PR campaigns		
Formal record of ceremonies (e.g. photographs, audio-visual recordings, programmes, etc.)		
<b>Information Compliance</b>		
Ethics in Public Office statements of interest (designated directors and position holders)	Retain for 15 years	Confidential shredding / secure deletion of electronic files
FOI / Data Protection: decisions on requests	Retain indefinitely	Appropriate filing / secure archiving
FOI / Data Protection: other records relating to requests	Retain for 7 years after final action completed	Confidential shredding / secure deletion of electronic files

## 8. Research Records

General classes of records held	Default retention period	Final disposition
Proposals/research funding applications (e.g. forms, applications, reports, minutes, etc.)	Retain for 10 years from submission of final report or for the duration specified in the contract, whichever is the longer	Appraise and evaluate for secure archiving where relevant otherwise confidential shredding/secure deletion of electronic records
Records relating to successful research applications	Retain for two years	Appraise and evaluate for secure archiving where relevant otherwise confidential shredding/secure deletion of electronic records
Records relating to unsuccessful research applications		
Research project administration	Retain for 10 years from submission of final report or for the duration specified in the contract, whichever is the longer	
Research finance records	See 'Finance Section'	See 'Finance Section'
Reporting (papers, reports, etc.)	Retain indefinitely	Appropriate filing / archiving
Research data and findings (e.g. statistical records, interview transcripts, etc.)	Anonymise personal data	Trinity Good Research Practice Policy
Records relating to intellectual property rights and agreements	Retain for a minimum of 5 years	Appraise and evaluate for secure archiving where relevant otherwise confidential shredding/secure deletion of electronic records

