

**NOTE: This Record Retention Schedule is a guide setting out the minimum recommended retention period. However, if there is a reason to retain documents for longer periods, then the records should be retained**

IADT		Comment
<b>1. PRESIDENT'S OFFICE</b>		
	<b>Documents/Records</b>	<b>Retention Requirement</b>
Governing Body - Minutes of meetings, backup materials, official correspondence.	Permanently	
General Information Files containing a wide range of materials pertinent to the operation and interest of the President's office	3 years (longer if there is a requirement to do so)	
Strategic Plans	Permanently	
Circular letters and Government Reports	Permanently	
<b>1.1 Senior Management Team</b>		
Approved minutes of meetings and supporting documentation	Permanently	
<b>1.2 Marketing &amp; School Liaison</b>		
	<b>Retention Requirement</b>	
Promotional literature - prospectus, brochures, leaflets	Permanently	
Promotional literature produced by Irish and international HEIs	3 years	
Government and sectoral reports	3 years	
Media monitoring of IADT	Permanently	
Data regarding feeder schools	Permanently	
Institute Annual Reports	Permanently	
<b>2. OFFICE OF THE REGISTRAR</b>		
	<b>Retention Requirement</b>	
<b>Documents/Records</b>	<b>Retention Requirement</b>	
General Information Files containing a wide range of materials pertinent to the operation and interest of the Registrar's office	3 years	
Minutes of Meetings	Permanently	
New course approvals, process and reports	Permanently	
Circular letters and Government Reports	Permanently	
Department of Education THAS Figures	Permanently	
External examiners reports, lists of contracts, reports, payments, etc.	5 years	
Documents and correspondence relating to litigation or disputes which have been completed or settled	Permanently	
Prospectus, Student Handbooks, Graduation Booklets	Permanently (Archive)	
Disciplinary Issues (Student Charter)	Permanently	

Policy Statements		Permanently
Programmatic Review Documents/Institutional Reviews		Permanently
<b>2.1 Academic Council</b>		
<b>Documents/Records</b>		<b>Retention Requirement</b>
Signed minutes of meetings and backup material of Academic Council meetings, details of its sub committees and working groups .		Permanent
General correspondence		3 years
<b>2.2 Admissions</b>		
<b>Documents/Records</b>		<b>Retention Requirement</b>
CAO Non-Standard application forms (registered)		Retained by CAO as of 2006
CAO Non-Standard application forms ( not registered)		Retained by CAO as of 2006
Direct Applications - (not recommended)		1 year
Direct Applications - (recommended but not registered)		1 year
Direct Applications - (registered)		Duration of course + 3 years
Registration Forms and any back-up material		Duration of course + 3 years
Student Registration details (electronic version)		Permanently
<b>2.3 Student Records</b>		
<b>Documents/Records</b>		<b>Retention Requirement</b>
Including name, address, date of birth, next of kin, socio economic background, places of employment, type of employment, etc (Electronically)		Permanently (electronically)
Student Personnel files		Duration of programme
Student Statistics		Permanently
Student Attendance Records		Permanently from 1998 for ESF returns. ('98 Base Year)
Timetables		7 years - Centralised
<b>2.4 Fees and Grants</b>		
<b>Documents/Records</b>		<b>Retention Requirement</b>
Documentation relating to student fees		7 years
Documentation relating to Non EU Students for Fee Assessment		7 years
Student Bank Account Details		7 years
Documentation relating grants/scholarships/financial aid/waive of fees including eligibility, attendance reports, bank reconciliation, etc. (Database)		7 years
<b>2.5 Examinations</b>		
<b>Documents/Records</b>		<b>Retention Requirement</b>
Examination entries		2 years

Examination papers	Permanently	
Examination solutions	2 years	Held in Faculties
Examination scripts	2 years	Held in Faculties
Continuous Assessments	Duration of programme plus 1 year	Held in Faculties
Examination results - broadsheets	Permanently	
Module results - electronically	2 years	Held in Faculties
Examination Appeals documentation	2 years after student ceases to be a student provided no litigation is contemplated.	
Examination Board minutes	Permanently	
Examination claim sheets for the correction of scripts	7 years	Held in finance
Examination invigilators - lists and general correspondence.	Updated on ongoing basis	
Examination invigilators - claims	7 years	Held in Finance
External Examiners Reports, list of contacts, reports, correspondence etc.	7 years	
Disciplinary Committee Minutes - relating to exams	7 years - longer if reason to do so	
Financial Records related to Extern Examiners, Payments etc.	7 years	
Programme schedule	5 years	
Programmatic review	5 years	
Programmatic board minutes	5 years	
Programme Submission Documents	Permanently	
NCEA/HETAC Programmatic Review documents	Permanently	
Policy statements	Permanently	
<b>2.6 Postgraduate Research Office</b>		
<b>Documents/Records</b>	<b>Retention Requirement</b>	
Postgraduate Research Student Files	Duration of course + five years	
Student lists and general statistics	Permanently	
External Examiner Reports and Examination Broad Sheets	Permanently	
Minutes of meetings and backup material for Postgraduate Review Group	Permanently	
<b>2.7 Library</b>		
<b>Documents/Records</b>	<b>Retention Requirement</b>	
Book Records	Updated on ongoing basis	
Financial Reports	2 yrs in Library	Main copy in Finance
Borrowing Records	students - 2 yrs., staff 5 years	
Electronic Publications	Updated on ongoing basis	
Thesis - held electronically (dated from 1997)		
Masters by Research and Masters' Dissertations - bound copies dated from 2008		
<b>2.8 Quality Assurance</b>		

<b>Documents/Records</b>	<b>Retention Requirement</b>
Minutes of meetings of academic council sub-committees, backup materials	Permanent
General information and files containing a wide range of materials pertinent to the operation and interest of the QA office	5 years
Procedure & guideline document master copies and approval records	Permanently
Collaboration Agreements etc	Permanently
<b>2.9 ICT</b>	
<b>Documents/Records</b>	<b>Retention Requirement</b>
Software Licence	Permanently
Network account usernames - students	Duration of student time in IADT plus 6 months
Network account usernames - staff	Duration of staff's employment plus 5 years
Staff and student emails accounts	Backed up and held for 30 days only.
Web proxy logs	Permanently deleted after that 30 days
<b>2.10 Student Support Services</b>	
<b>Documents/Records</b>	<b>Retention Requirement</b>
<b>2.10.1 Student Counselling Service</b>	
Confidential student records, case notes, assessment reports and recommendations.	7 years
<b>2.10.2 Careers Advisory Service</b>	
Job applications	1 year
First destination statistics of graduates	Permanently
Employer database – list of employers who contact the Careers Service with job opportunities for graduates	Updated each year
<b>2.10.3 Access Service incorporating The Writing and Research Support Service (WRSS) and Assistive Technology</b>	
Confidential information on students with specific requirements	7 years (Students will be informed that they will be destroyed after 7 yrs and given the option to take them themselves)
Records on funding from the DOES (Dept of Educ and Skills)	7 years
Statistics on service users	7 years
Financial statistics	7 years
Annual report on disability service	7 years

General correspondence	3 years	
<b>2.10.4 Student Health Centre</b>		
Patient Healthcare records (electronic & paper)		
X-ray and imaging reports, output and images		
Correspondence		
Lab reports		
Computerised Records		
Printouts from Monitoring Equipment		
Scanned Records	7 years	
Appointment Logs/Day Books		
Equipment Maintenance logs, records of service inspections		
Medication Protocols		
PPPG ( Policies, Procedures, Protocols & Guidelines)		
<b>2.10.4. Student Contribution (Also under Finance Section)</b>		
Capitation fund records which are stored in the archive each year .		
Applications for funding		
Allocations to clubs/societies		
Income and expenditure records		
Bank statements, lodgement books, cheque book stubs etc,	7 years	
<b>2.10.5. Alumni Association</b>		
Graduates' personal information Including name, address, date of birth, places of employment, type of employment, etc	Permanently	
<b>2.10.6 ERASMUS/ International Office/Educational Partnerships</b>		
<b>Documents/Records</b>	<b>Retention Requirement</b>	
European Union Programmes such as Socrates and Leonardo	5 years	
Enrolment records for EU and non-EU students	5 years	
Financial agreements for ERASMUS programmes applications to programmes	7 years	
Applications to programmes	2 years	
International and European office direction and control	5 years	
Inter-institutional Agreements	Permanently	

### 3 OFFICE OF THE SECRETARY/FINANCIAL CONTROLLER

Documents/Records	Retention Requirement
<i>Tender documentation</i>	
<b>a) Capital Works Tenders:</b>	
Expressions of Interest	7 years after completion of term of contract
Actual Tenders Submitted	7 years after completion of term of contract
Tender File	Permanently
<b>b) Minor Works Tenders:</b>	
Expressions of Interest	7 years after completion of term of contract
Actual Tenders Submitted	7 years after completion of term of contract
Tender File	7 years after completion of term of contract
<b>c) Non-Capital Tenders:</b>	
Expressions of Interest	Permanently
Actual Tenders Submitted	Permanently
Tender File	Permanently
Department of Education Budget File and Correspondence	Permanently
HEA Correspondence File	Permanently
Annual Financial Statements (audited)	Permanently
Legal documents and correspondence	Permanently
Audit Committee Minutes	Permanently
Operational Programme and Budgets (OPB):	
S/FC OPB File	5 years
Actual OPB Document	Permanently
Insurance documentation/claims	Permanently
Internal audit reports	7 years
Capital Projects & Facilities Management Meeting Minutes	Permanently
Hardship Records	7 Years
General correspondence	7 years
<b>If expenditure relates to ERDF funding it must be kept for up to 25 years. Refer to ERDF handbook. (section 6.3) document number (ERDF-GN-001)-date</b>	
<b>3.1 Human Resources Department</b>	

Documents/Records	Retention Requirement	
<b>Personal Records</b> - employment history, qualifications, training, salary increments, appointment details, leave of absence, birth certificates, staff development, etc.	Permanently	
Interview Report Forms, Selection Board recommendations	Permanently	
Schedule of interviews, shortlisting criteria and recruitment screening form	6 years	update
Application forms and any other documentation in respect of applicants who are not offered positions	12 months after interviews have been held. (Applicants should be informed of this)	
Copy of public advertisement, job description, schedule of interviews, shortlisting criteria and recruitment screening form	Permanently	
Industrial Relations: Minutes of Meetings	Permanently	
Correspondence with Local/National Union Reps; DOES; Council of Directors	3 years	
Copies of Employment Legislation	On website	
<b>Administration</b> - staff structures, letters, circulars, pay scales, allowances from the Department of Education and Science	Permanently	
Superannuation - Certificates of Service, department returns, superannuation schemes, salary details, benefit statements	Permanently	
Equal Opportunities Policy	Permanently	
Dignity Policy/HR Policy/Procedures	Permanently	
Documentation regarding litigation or dispute with a member of staff	Permanently	
Attendance Records - Sick leave, annual leave, maternity leave, Force Majeure, Parental Leave etc.	Permanently	
<b>Training:</b> Details of courses attended; Training Budget and related correspondence. Applications for support subsidy, Training Policy.	Permanently	
Annual Returns on staffing levels to DOES	Permanently	
General correspondence	3 years (longer where necessary)	
<b>3.2 Finance Department</b>		
<b>Documents/Records</b>	<b>Retention Requirement</b>	
Pay Scales	Permanently	
Timesheets	Permanently	
Copy payslips	Permanent	Kept electronically
Records relating to payment of staff expenses	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	

All payroll reports	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Payroll instructions from HR	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
P35s and P30s and P60s	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Deduction forms, returns and reports on non-statutory deductions from wages and salaries including lists of amounts paid over to third parties	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Returns and reports to Revenue, HEA and other external bodies	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Creditor invoices, statements and reconciliations	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Creditor details	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Records relating to all payments to third parties	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Credit card returns, statements and backup documentation	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Records relating to payments received	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Bank statements, reconciliations and deposit interest certificates	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	



Financial and budgetary information, reports and workings	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Correspondence	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Capital project files	Permanently	
Records relating to maintenance of Fixed Asset Register	Permanently	
Insurance documents, claims and correspondence	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Audit files as prepared for the comptroller and auditor general	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Minutes of meetings relevant to the Finance Office	6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later	
Financial procedures	Updated on ongoing basis	

### 3.3 *Estates Office*

<b>Documents/Records</b>	<b>Retention Requirement</b>	
Capital Projects Documentation including: Tender documentation, tender reports, minutes of site meetings, contract correspondence,	7 years after completion of terms of contract	
Contract safety files	Permanently	
Minor capital works	7 years	
Energy Management Files	3 years	
Bookings and Space Allocation Records	3 years	
Cleaning Schedules	1 year	
Car Parking Violations	3 years	
Clamping - Correspondence regarding clamping appeals	3 years	
Maintenance requests and records	4 years	
Final Drawings/Plans	Permanently	
Requisitions, Quotations	7 years	
Signed minutes with relevant backup documentation	Permanently	
Planning Permission	Permanently	

Fire Certificates	Permanently	
Correspondence with Design Team, Contractors, DOES, Dept of Health & Children, local authorities, Site meeting Minutes etc.	7 years	
Design Fees and contractor payment files	3 years following closure of final account.	
Contractor Progress Reports/Information Requests	To final account	
Planning permission grants and associated applications	Permanently	
Contract Documents	12 years (if under seal) 6 years if not.	
Hot Work Permits	24 hrs or PERMANENTLY should a fire occur.	
Safety File/ Other Construction drawings and plans	Permanently whilst buildings remain in IADT ownership	
PROPERTY - Land Maps	Permanently whilst buildings remain in IADT ownership	
Register of applicants developers who have made application for Letters of Certification under Section 50 of the Finance Act.	3 years following conclusion of the scheme.	
ERDF Structural Funds: 2000-2006. Supporting documentation e.g. Advertisements in the OJ, contracts/letters of offer, invoices, bank statements, etc.	3 years after final payment has been received. In certain cases supporting documentation may need to be retained until 2015	
<b>ACCOMMODATION:</b> Space Inventories	Updated to reflect change of use/additions to building stock as they arise. Historical records retained for 10 years	
<b>ACCOMMODATION:</b> Staff Accommodation List	Constantly updated. Historical lists retained in software format for 3 years.	
<b>ENERGY :</b> Consumption records	Ongoing from 1997	
<b>SECURITY:</b> Incident Reports	1 year - longer if pending legal action.	
<b>SECURITY:</b> Key schedule/card access schedule	Permanently	
<b>PURCHASING:</b> Requisitions, quotations, etc.	3 years in Estates	
Use/hire of facilities	7 years	
Accident reports and legal claims	Permanent	
Risk assessments	Permanent	Originals in Finance
Emergency management responses	Permanent	
Safety legislation	Permanent	
Details of 1st Aid box contents	Updated on an ongoing basis	
Personal Protection Equipment details	Permanent	
Permits to work records	Permanent	
Details on fire evacuation exercises	Permanent	
Ergonomic reports	Permanent	
Training records	Permanent	

Safety statement and related updates.	Permanent
Accident investigations notes and information on corrective actions.	Permanent
Safety guidance notes,	Permanent
Best practices information	Permanent
Safety Audits	Permanently
Fire Safety Register	5 years
<b>4. Directorate of Creativity, Innovation and Research</b>	
Documents/Records	<b>Retention Requirement</b>
All records pertinent to the following:	
General information files containing a wide range of materials pertinent to the operation and interest of the Head of Creative Engagement	5 years
<b>4.1 Innovation, Commercialisation and Development</b>	
Funding applications to national, EU or other sources.	1 year beyond date of receipt of notification of an unsuccessful bid.
	7 years beyond the end of the funded period for successful projects, unless otherwise specified by the Terms & Conditions of funding.
	5 years beyond the end of the term of the agreement.
	7 years beyond the end of the period of collaboration, unless otherwise specified
	7 years beyond the end of the period of collaboration, unless otherwise specified by the agreement.
	Permanently
	Permanently unless the agreement specifies a shorter period
	Permanently
	5 years beyond the end of the term of the licence
	5 years
	7 Years
<b>4.3 FiS (Film in Schools) Office</b>	
General information files containing a wide range of materials pertinent to the operation of the FiS Creative Manager and related FiS Initiatives/projects	

Financial and legal records relating to the above	3 years
Strategic Innovation Fund Awards	5 years
General correspondence	5 years
<b>4.4 Marketing and Public Relations Office</b>	
General information files containing a wide range of materials pertinent to the role of the Marketing and Public Relations Manager.	7 Years
<b>4.5 Freedom of Information and Data Protection Office</b>	
<b>Documents/Records</b>	
General information files containing a wide range of materials pertinent to the role of the Information Officer.	5 yrs
FOI/DP Requests and all materials pertinent to each request	6 years
Access to Information on the Environment (AIE) requests	6 years
Request Register	Permanently
<b>4.6 Adult &amp; Continuing Education Office</b>	
General information files containing a wide range of materials pertinent to the Adult & Continuing Education Office	7 years
Records containing details of adult & continuing education programmes, timetables, schedules etc.	5 years
Commencement forms for lecturers and models and timesheets for same	5 years. Originals kept in Finance office.
<b>5. ACADEMIC FACULTIES AND DEPARTMENTS</b>	
<b>Documents/Records</b>	
School publications - Programme handbooks, showcase brochure.	Permanently
Minutes of meetings - course boards, senior management of the faculty, special purpose committees	7 years
Financial and Budgetary Information	7 years
Staff expenses	7 years
Non-pay budget details	7 years
Part-time hours	10 years
Timetables (electronically)	Permanently (electronically)
Staff lists, addresses and contact numbers	Duration of employment and updated on ongoing basis
Correspondence, documentation and reports from external bodies	Duration of course
	Originals of Institute wide publications held in Registrars Office
	Working copies/faculty records held in each faculty.
	All original documentation held in finance
	All original documentation held in finance
	Originals in finance. Working copies in faculties.
	All original documentation held in finance

Examination Question Papers	2 years	Held on Banner database
Examination solutions	2 years	
Examination scripts	2 years	Held in Registrar's Office.
Examination results	Permanently on Banner database	
Medical Certificates - Students	Duration of student file plus 1 year	
Continuous assessment results - held electronically	Duration of programme plus 1 year	
Internal Faculty Exam board notes	Duration of programme plus 1 year	
Programme schedule - electronically	5 years	
Programmatic review records - electronically	5 years	
Programmatic board minutes - electronically	5 years	Official Exam Board Minutes held in Registrar's office.
Programme Documents - electronically	Permanently	Working copies held in Faculties. Originals in Registrar's office.
NCEA/HETAC Programmatic Review documents - electronically	Permanently	Working copies held in Faculties. Originals in Registrar's office.
Student Correspondence	3 years or longer if need to do so	Working copies held in Faculties. Originals in Registrar's office.
Correspondence with Heads of Function, Departments, External Examiners and general miscellaneous correspondence.	3 years or longer if need to do so	Working copies held in Faculties. Originals in Registrar's office.
<b>6. MISCELLANEOUS across IADT</b>		
<b>Documents/Records</b>	<b>Retention Requirement</b>	
General Correspondence for all areas	3 years or longer if there is a need to do so	
Diaries	All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should be filed appropriately.	
Minutes of meetings - across the Institute	Draft minutes of meetings and minute taker's notes are disposed of once the minutes have been approved. This policy applies across the Institute.	
Telephone conversations	IADT does not record telephone conversations	
Disclosure Provisions/Statements of Interests provided under the Ethics in Public Office Acts, 1995 and 2001	Must be retained for 15 years and must be provided to the Standards Commission if requested.	
<b>Documents from tender competitions - organised by various Departments</b>	<b>Retention Requirement</b>	

Expressions of Interest	7 years after completion of term of contract	
Actual Tenders Submitted	7 years after completion of term of contract	
Keep 1 copy of all E of Interest.		
Keep 1 copy of all tenders and 5 copies of successful tender		