

Mary Immaculate College: Records Retention Schedule

Records	Office With Overall Responsibility	Sub Office	Recommended Retention Period	Final Disposition
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Academic Administration (Student Related Records):				
Student Register by year	Student Academic Administration		Permanent	Archive
Student Academic Record	Student Academic Administration		Permanent	Archive
Deferral Applications	Student Academic Administration	Admissions Office	Permanent	Archive
Incomplete/non-graduating Student Records	Student Academic Administration		Permanent	Archive
Student Applications for Transfer within Year 1 (post CAO Season)	Student Academic Administration	Admissions Office	Permanent	Archive
Student Applications for Transfer post Year 1	Student Academic Administration		Duration of studies plus 1 year	C.S./E.D.
Successful Applicants to direct entry courses	Student Academic Administration	Admissions Office LINC	Permanent	Archive
Unsuccessful Applicants to direct entry courses	Student Academic Administration	Admissions Office LINC	3 Years	C.S./E.D.
CAO records of successful candidates	Student Academic Administration	Admissions Office Unit-e	Permanent	Archive
CAO mentions from unsuccessful candidates	Student Academic Administration	Unit-e	1 year	E.D.
Formal records of meetings with students	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S./E.D.
Formal correspondence with students	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S./E.D.
Student lecture attendance records	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S./E.D.
Student Tutorial/Practical Attendance	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S./E.D.
Student Disciplinary Reports	Student Academic Administration		3 Years after Graduation	C.S./E.D.

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Notes: C.S. = Confidential Shredding; E.D. = Electronic Deletion; Signed/ Confirmed minutes must be returned and held in Office of overall responsibility

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Awards/Scholarships/Prizes	President's Office		Permanent	Archive
Language Waiver – CAO students who accept a place	Access Office & Student Academic Administration		Permanent	Archive
Language Waiver – CAO students who do not accept a place	Access Office		Retain until after close of CAO for students	C.S./E.D.
Student Financial Assistance ESF 2014-2020	Access Office & Finance Office		10 years after final ESF claim is paid by the ESF Managing Authority*	C.S./E.D.
College Retention Fund	Access Office & Finance Office		Current Year plus 6 years	C.S./E.D.
Registered ESF-No Funding Received	Access Office		2 years after Graduation	C.S./E.D.
Student Assistance Fund (SAF)	Access Office		In line with retention periods as required by the funding body, the Higher Education Authority (7 years).	C.S./E.D.
Student Welfare Documents	Access Office		2 years after Graduation	C.S./E.D.
Laptop Lending Scheme	Access Office & Student Academic Administration		Duration of studies plus 1 year	C.S./E.D.
Erasmus/Exchange Programmes	International Office		5 years after Graduation	Archive
Student-Off Campus Programme Reports	Placement Office		1 year after Graduation	C.S./E.D.
Student Off-Campus CV	Placement Office		1 year after Graduation	C.S./E.D.
Student Placement Reports created as of Jan 2001	Education Dept.	Teaching Practice Office	Permanent	Archive
Student Placement lesson guides, timetable	Education Dept.	Teaching Practice Office	3 months after teaching practice	C.S./E.D.
Alternative Education Experience (AEE)	Education Dept.		Permanent	Archive

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Student References	Teaching Practice Office or Head of Department if academic reference	LINC	Permanent	Archive
Music Practical Exam Reports	Student Academic Administration	Music Dept	Retain for 2 years after graduation	C.S./E.D.
French Oral Exam Reports/Notes	Student Academic Administration	French Dept	Retain for 2 Years after graduation	C.S./E.D.
Gaeilge Oral Exam Reports/Notes	Student Academic Administration	Roinn na Gaeilge	Retain for 2 Years after graduation	C.S./E.D.
Student Medical Certificates	Student Academic Administration	LINC	Retain for 1 year after graduation	C.S./E.D.
Garda Vetting Documentation	Student Academic Administration	Garda Vetting Officer	Retain for 1 year after graduation	C.S./E.D.
Examination Related Records:				
Exam Scripts including Digital Student Scripts on Moodle Archive	Student Academic Administration	All Depts/Admin Units	October 31 st of the following Academic year	C.S./E.D.
Projects/essays including digital Projects/essays on Moodle Archive	Student Academic Administration	All Depts/Admin Units	Return to student after examination process. If not collected, then retain until October 31 st of the following Academic Year (inform students of this policy).	C.S./E.D.
Exam Papers	Student Academic Administration	All Depts/Admin Units	5 years	C.S./E.D.
Student Appeals	Student Academic Administration	All Depts/Admin Units	As part of permanent student academic record	Archive

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Other Student Records:				
Academic Learning Centre appointments (electronic)	ALC		Retain for 4 Years (degree duration)	C.S./E.D.
Student Counselling Service Records	Director of Student Life	Student Counsellor	Retain for the duration of student's studies plus 8 years. It may be determined that certain classes of medical records should be retained for a longer period of time in certain circumstances. Where this may be the case, contact should be made with the Information and Compliance Office to confirm that retention is in line with current Data Protection legislation.	C.S./E.D.
Medical Records for students attending Health Centre.	Director of Student Life	Medical Centre	Retain for the duration of student's studies plus 8 years. It may be determined that certain classes of medical records should be retained for a longer period of time in certain circumstances. Where this may be the case, contact should be made with the Information and Compliance Office to confirm that retention is in line with current Data Protection legislation.	C.S./E.D.
Student Accommodation – Licensing Agreements	Accommodation Officer		1 year after cessation of agreement	C.S./E.D.

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Student Network Accounts	ICT	SAA	Student Network Accounts will be disabled 30 days after student graduating and students will no longer have access to their MS365 data. Student Accounts, MS365 data and student photos used for ID Card purposes will then be deleted at this point.	C.S./E.D.
Field Studies in Geography Student Declaration Form – Medical and Contact Information	Geography Department		Hold until no longer considered relevant	C.S./E.D.
Field Studies in Geography Student Declaration Data Permissions	Geography Department		Hold until no longer considered relevant	C.S./E.D.
Programme & Teaching Records:				
Undergraduate Programme Administration	Student Academic Administration	Head of Dept	Retain for 5 years	Destroy
Postgraduate Programme Administration	Student Academic Administration	Director of Programme	Retain for 5 years	Destroy
Programme Reviews	Student Academic Administration	Head of Dept/Director of Programme	Retain until next review is held	Destroy
Part-time staff teaching records	Student Academic Administration	Head of Dept	5 years	Destroy
Part-time staff payment records	Finance Office	Head of Department	8 Years	Destroy
Department/Unit Self-Assessment Records (QA)	Head of Dept/Unit		Permanent	Archive
Quality Assurance Peer Review	Quality Officer		Permanent	Archive

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Research & Graduate School Records Retention Schedule:				
RGS administration records	Research & Graduate School		Permanent	Archive
Research Committee Meeting Confirmed Minutes and Documentation	Research & Graduate School		Permanent	Archive
MIREC Confirmed Minutes and Documentation	Research & Graduate School		Permanent	Archive
Postgraduate Research Sub-Committee (PRSC) Confirmed Minutes and Documentation	Research & Graduate School		Permanent	Archive
Staff internal funding applications	Research & Graduate School		Permanent	Archive
Staff external funding applications	Research & Graduate School		Permanent	Archive
Staff research project administration records	Research & Graduate School		Permanent	Archive
MIRIS and ORCID Records	Research & Graduate School		Permanent	Archive
Departmental Research Plans (DRPs)	Research & Graduate School		Permanent	Archive
<i>Note: academic staff are responsible for their own research data, analysis, conference papers, publications, outputs, etc.</i>				
PGR Direct Applicant Documentation	Research & Graduate School		Permanent	Archive
PGRS academic records	Research & Graduate School		Permanent	Archive
PGRS theses	Library		Permanent	Archive
PGRS internal funding schemes	Research & Graduate School		Permanent	Archive

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PGRS external funding applications	Research & Graduate School		Permanent	Archive
Note: PGRS are responsible for their own research data, analysis, conference papers, publications, outputs, etc.				
MIREC applications and administration records	Research & Graduate School		Permanent	Archive
HR Records:				
Personnel File	Human Resources		Retain for duration of employment and for 7 years thereafter (unless otherwise stated) but retain service records for superannuation/pension purposes	
Signed Contract of Employment	Human Resources		Permanent	Archive
Garda Vetting records – verification of identity and personnel file copy of disclosure letter.	Human Resources		1 year save in exceptional circumstances	C.S./E.D. Note to be placed on personnel file to confirm removal.
Calculations relating to incremental credit and point scale at appointment	Human Resources	Finance	Permanent	Archive
Job share record	Human Resources		Permanent	Archive
Probation Forms	Human Resources		Retain for duration of employment and for 7 years thereafter.	C.S./E.D.
Training record	Human Resources		Retain for duration of employment and for 7 years thereafter.	C.S./E.D.
Resignation/Retirement Letter	Human Resources		Permanent	Archive
Superannuation/Pension/retirement records:	Finance	Human Resources	Permanent	Archive

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Occupational Health Records: Health screening reports Eye tests VDU reports Other Occupational Health Reports	Human Resources	Health & Safety Officer	Retain for duration of employment having regard to audit requirements after that date.	
Leave Records:				
Annual Leave Records:	Human Resources	Finance Office (admin only)	3 Years	C.S./E.D.
Sick Leave records:	Human Resources	Finance Office (admin only)	Retain for duration of employment and for 4 Years thereafter.	C.S./E.D.
Medical Certificates:	Human Resources		4 Years	C.S./E.D.
Maternity Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Adoptive Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Paternity Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Parental Leave	Human Resources		Retain for duration of employment and for 8 years thereafter	Archive
Force Majeure Leave	Human Resources		Retain for duration of employment and for 3 years thereafter	C.S./E.D.
Carer's Leave	Human Resources		Permanent	Archive
Compassionate Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Study Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Examination Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Leave of Absence	Human Resources		Retain for duration of employment	C.S./E.D.
Jury Service Leave	Human Resources		Retain for duration of employment	C.S./E.D.
Career Break Leave/Unpaid Leave	Human Resources		Retain for duration of employment	Archive
Staff Discipline records and letters:				
Anonymous Complaint:	Human Resources		Make a note of complaint received but keep no detail	C.S./E.D.

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Unfounded complaints/allegations:	Human Resources		Retain for duration of employment	C.S./E.D.
Attributable complaints/allegations	Human Resources		Hold on Personnel file for duration of employment plus 6 years after retirement. If criminal activity keep record indefinitely.	C.S./E.D.
Recruitment/Appointment Files:				
Advertisement of vacant post/Job Specification:	Human Resources		Permanent	Archive
Unsuccessful applications for vacant post:	Human Resources		2 years for external applicants. For duration of employment and 2 years thereafter for internal applicants	C.S./E.D.
Applications and information of Candidates who take up post:	Human Resources		Retain for duration of employment and for 7 years thereafter	Archive
Copy of advertisement & Job Specification Copy	Human Resources		Permanent	Archive
References of Candidates who take up post	Human Resources		Retain for duration of employment and for 7 years thereafter	Archive
Pre-Employment Health Assessment Report/s	Human Resources		Retain for duration of employment and for 7 years thereafter	Archive
Information on Candidates short listed but not successful at interview or who are successful but do not accept offer including shortlisting details:	Human Resources		2 years for external applicants. For duration of employment and 2 years thereafter for internal applicants 1 year after expiry of panel	C.S./E.D.
Interview Board notes & Marking Sheet	Human Resources		1 year after expiry of panel	C.S./E.D.
Recommendation by Interview Panel	Human Resources		Permanent	Archive
Unsolicited applications for jobs	Human Resources		6 months	C.S./E.D.

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Records	Office With Overall Responsibility	Sub Office	Recommended Retention Period	Final Disposition
Merit Promotions Competitions	Human Resources		Keep all documentation relating to merit based promotions competitions permanently	Archive
Industrial Relations Files:				
Agreements pay and other	Human Resources		Permanent	Archive
HR policies	Human Resources		Permanent	Archive
Surveys and Reports	Human Resources		Permanent	Archive
Union Correspondence	Human Resources		Permanent	Archive
Individual industrial relations issues	Human Resources		For duration of employee's employment and for 7 years thereafter	Archive
Minutes of meetings	Human Resources		Permanent	Archive
Labour Court Recommendations	Human Resources		Permanent	Archive
Health & Safety Records:				
College Safety Statement	Health & Safety Office		Permanent	Archive
Safety Records	Health & Safety Office		Retain for 10 years	C.S./E.D.
Accident Reports	Health & Safety Office		Retain for 10 years	C.S./E.D.
Fire Inspection Records	Health & Safety Office		Retain for 6 years	C.S./E.D.
Safety training Records	Health & Safety Office		Lifetime of employee	C.S./E.D.
Catering Inspection Records	Health & Safety Office		Retain for 5 years	C.S./E.D.

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Other Records:				
Staff & Student email, internet & Computer Usage	Computer Services Manager		Log for 10 days	Electronic Archive yearly statistical totals
General Correspondence, including emails	All Units		Hold until no longer considered relevant	C.S./E.D.
Statistics	Student Academic Administration		Permanent	Archive
Non-active borrower details	Library		Retain for 5 years from date of last activity	Secure deletion of electronic files
Borrower details where book returns/fine remain outstanding	Library		Retain while account remains outstanding. Once account closed, treat as "non-active borrower details" above	Secure deletion of electronic files
Borrower details where library deposit remains owing	Library		Retain while deposit remains owing. Once deposit refunded, treat as "non-active borrower details" above	Secure deletion of electronic files
Annual reports/Faculty reports, Department booklets, course handbooks etc.				
Financial Records:				
Accounts Payable: Invoices	Finance		Hold for current year plus six years	C.S./E.D.

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Records	Office With Overall Responsibility	Sub Office	Recommended Retention Period	Final Disposition
Accounts Payable: VAT Records	Finance		Hold for current year plus six years	C.S./E.D.
Accounts Payable: Tax Clearance Cert	Finance		Hold for current year plus six years	C.S./E.D.
Accounts Receivable: Debtors Ledgers	Finance		Hold for current year plus six years	C.S./E.D.
Accounts Receivable: Income listings	Finance		Hold for current year plus six years	C.S./E.D.
Agreements Rental, Lease, Use, Occupancy	Finance		Permanent	Archive
Bank Records: Bank Reconciliation	Finance		Hold for current year plus six years	C.S./E.D.
Bank Records: Bank Statements	Finance		Hold for current year plus six years	C.S./E.D.
Capital Projects	Finance		Hold for current year plus six years	C.S./E.D.
Annual Financial statements	Finance		Permanent in original form	Archive
Final Budgetary reports for any year	Finance		Permanent in original form	Archive
Fixed Asset Register	Finance		Permanent in original form	Archive
Records of College Properties, sale and purchase	Finance		Permanent in original form	Archive
Insurance Files: Policies	Finance		Permanent in original form	Archive
Audit Reports	Finance		Permanent in original form	Archive
Internal financial policies, accounting standards, procedures etc.	Finance		Hold in original form until superseded or audit signed off, whichever is the later. Store indefinitely electronically	Archive
Cancelled Cheques	Finance		Retain until audit signed off	C.S./E.D.
Travel Claims/Expenses	Finance		Hold for current year plus six years	C.S./E.D.

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Records	Office With Overall Responsibility	Sub Office	Recommended Retention Period	Final Disposition
Receipt Books	Finance		Retain until audit signed off	C.S./E.D.
Purchase Order books	Finance		Retain until audit signed off	C.S./E.D.
Payroll	Finance		Permanent in electronic format	Electronic Archive
Listings/pay slips	Finance		Permanent in electronic format,	Electronic Archive
Paysheets authorisations details of staff, appointment details, pay scales, tax certificates	Finance		Retain for current year plus six years	C.S./E.D.
Projections and statistical analysis	Finance		Retain for current year plus six years	C.S./E.D.
Procurement records	Finance		Retain for current year plus six years and audit signed off	Appraise, evaluate for archiving
Tenders & Quotations	Finance		Retain for current year plus six years and audit signed off	Appraise, evaluate for archiving
Contracts for Services	Finance		After completion of contract hold for current year plus six years	Appraise and evaluate for archiving
Legal Cases	Finance/ President's Office		Permanent	Archive
Legal Opinion	Finance/ President's Office		Permanent	Archive
Physical Planning Records	Finance/ President's Office		Permanent	Archive
Financial Committee Records	Finance/ President's Office		Permanent	Archive

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Commercial Contracts	Finance		After completion of contract hold for current year plus six years	Appraise and evaluate for archiving
College Committee Formal Records:				
Approved An tÚdarás Rialaithe Minutes	President's Office	Recording Secretary of Committee	Permanent	Archive
Approved An Chomhairle Acadúil Minutes	President's Office c/o Governing Body	Recording Secretary of Committee	Permanent	Archive
Approved Executive Team Minutes	President's Office c/o Governing Body	Recording Secretary of Committee	Permanent	Archive
Confirmed Health & Safety Committee Minutes	Health & Safety Office	Health and Safety Office	Permanent	Archive
All other Committee Minutes	Relevant Unit		Hold until no longer considered relevant	C.S./E.D.
Hand written notes taken by recording secretary at meetings	Relevant Unit		Destroy once minutes of relevant meeting have been confirmed	C.S./E.D.
Other Committee Papers	Relevant Unit		Hold until no longer considered relevant	C.S./E.D.
Confirmed Minutes of the following Subcommittees of An Bord Acadúil:				
Education Faculty Board	Education Office	Secretary of Committee	Permanent	Archive
Education Faculty Management Committee	Education Office	Secretary of Committee	Permanent	Archive
Arts Faculty Board	Arts Office	Secretary of Committee	Permanent	Archive
Arts Faculty Management Committee	Arts Office	Secretary of Committee	Permanent	Archive
Teaching and learning Directorate	Student Academic Administration	Secretary of Committee	Permanent	Archive

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Library Users Group	Library	Secretary of Committee	Permanent	Archive
Confirmed Minutes of the following Subcommittees of An Bord Rialaithe:				
Access Committee	Access Office	Chairperson of Board	Permanent	Archive
Audit & Risk Committee	President's Office	Secretary of Committee	Permanent	Archive
ICTS Committee		Secretary of Committee	Permanent	Archive
Bord na Gaeilge		Secretary of Committee	Permanent	Archive
Energy & Environmental Committee		Secretary of Committee	Permanent	Archive
Equality Committee	President's Office	Secretary of Committee	Permanent	Archive
Finance Committee	President's Office	Secretary of Committee	Permanent	Archive
Health Promoting College Committee		Secretary of Committee	Permanent	Archive
Health & Safety Committee	Health & Safety Office	Secretary of Committee	Permanent	Archive
Quality Committee	AVP Administration	Secretary of Committee	Permanent	Archive
Student Discipline Committee	Student Academic Administration	Chairperson of Committee	Permanent	Archive
College Management:				
External correspondence to and from Department of Education & Science, Higher Education Authority	President's Office		Review files on a three-year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S./E.D.

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External correspondence to and from Irish and International Colleges/Universities	President's Office		Review files on a three-year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S./E.D.
Records re Building Development	President's Office		Review files on a three-year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S./E.D.
Miscellaneous records re Student Welfare including Chaplaincy/ Access	Student Academic Administration	Relevant unit	Review files on a three-year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S./E.D.
Freedom of Information Records & Requests	AVP Administration	ICRMO	Permanent	Archive
Data Protection Records	AVP Administration	ICRMO	Permanent	Archive
Annual reports/Faculty reports, Department booklets, course handbooks etc.	President's Office	Relevant unit	Retain 2 copies for university record and destroy remainder, once superseded	
Child Protection Documentation	Child Protection Officer		Permanent	Archive
Building Services:				
CCTV Footage	Building Services	Security	30 days	Overwrite
EDII:				
Safeguarding Concerns	EDII Office		Permanent	Archive
Student complaints in relation to sexual violence and harassment	EDII Office		Permanent	Archive
Informal disclosures to Sexual Violence and Harassment Prevention and Response Officer	EDII Office		Permanent	Archive

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Data for Athena Swan applications	EDII Office		Retain until application is submitted	C.S./E.D.
University of Sanctuary Scholarship applications	EDII Office		Retain until scholarship is awarded	C.S./E.D.
Information Compliance Office:				
MIC Confidentiality Agreement(s)	Information Compliance Office		5 years from date of termination of agreement	C.S./E.D.
Quality Office:				
Survey Data	Quality Office		Retain raw data files for 1 year; retain anonymised data permanently;	Archive
HEA Annual Returns Data	Quality Office		Permanent	Archive
Strategic Communications & Marketing:				
Conference & Event Registration Data	Strategic Communications & Marketing		Hold until no longer considered relevant	C.S./E.D.
Videography, Photography & Podcast student, alumni, staff GDPR Forms at scheduled shoots & events	Strategic Communications & Marketing	Marketing	10 years	C.S./E.D.
Newsletter Registration Data	Strategic Communications & Marketing	Marketing	One year	C.S./E.D.
Marketing Databases	Strategic Communications & Marketing	Marketing	One year	C.S./E.D.

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Alumni Database	Strategic Communications & Marketing	Communications	Consent is given for indefinite time and self-opt-out option is clearly displayed in each communication.	C.S./E.D.

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Revision History

Revision	Document History	Approved By	Date
0	Initial Release	ICO Manager	---
1	Added MIRIS and ORCID Records	ICO Manager	31/05/2023
2	Updated Office of Responsibility for Leave of Absence	ICO Manager	20/06/2023
3	Added Student Assistance Fund, Student Welfare Documents and Laptop Lending Scheme. Removed Student Welfare and Student Parent Fund.	ICO Manager	04/09/2023
4	Edited text for Examination Related Records	ICO Manager	02/01/2023
5	Updated Conference bookings text to include College Events. Document formatting.	ICO Manager	16/02/2024
6	Added Language Waiver (Accept/ Do not accept)	ICO Manager	26/07/2024
7	Added new ICO section with MIC Confidentiality Agreement(s) listed	ICO Manager	20/12/2024
8	Added two Geography Dept. student declaration forms	ICO Manager	07/02/2025
9	Added new EDII section with five records listed. Document formatting.	ICO Manager	12/02/2025
10	Added Student Network Access under Other Records header	ICO Manager	26/02/2025
11	Inserted new section 'Strategic Communications & Marketing' and listed new records. Removed 'Corporate Communications' section. Removed "Conference & College Event Bookings/ Registration Forms" from 'Other Records' and rewrote under new section.	ICO Manager	26/03/2025

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