

Mary Immaculate College, South Circular Road, Limerick: Records Retention Schedule

<b>Records</b>	<b>Office With Overall Responsibility</b>	<b>Data Owners</b>	<b>Recommended Retention Period</b>	<b>Final Disposition</b>
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<b>Academic Administration (Student Related Records):</b>				
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.
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.
CAO records	Student Academic Administration	Admissions Office	Permanent	Archive
Formal records of meetings with students	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S.
Formal correspondence with students	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S.
Student lecture attendance records	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S.
Student Tutorial/Practical Attendance	Student Academic Administration	All Depts/Admin Units	1 year after Graduation	C.S.
Student Disciplinary Reports	Student Academic Administration		3 Years after Graduation	C.S.
Awards/Scholarships/Prizes	President's Office		Permanent	Archive
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.
Student Welfare/Student Parent Records	Access Office		End of Academic Year	C.S.
College Retention Fund	Access Office &		Current Year plus 6 years	C.S.

Last update: 24.06.2019

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	Finance Office			
Registered ESF-No Funding Received	Access Office		2 years after Graduation	C.S.
Erasmus/Exchange Programmes	Placement Office		5 years after Graduation	Archive
Student-Off Campus Programme Reports	Placement Office		1 year after Graduation	C.S.
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.
Alternative Education Experience (AEE)	Education Dept.		Permanent	Archive
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.
French Oral Exam Reports/Notes	Student Academic Administration	French Dept	Retain for 2 Years after graduation	C.S.
Gaeilge Oral Exam Reports/Notes	Student Academic Administration	Roinn na Gaeilge	Retain for 2 Years after graduation	C.S.
Student Medical Certificates	Student Academic Administration	LINC	Retain for 1 year after graduation	C.S.
Garda Vetting Documentation	Student Academic Administration	Garda Vetting Officer	Retain for 1 year after graduation	C.S.

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<b>Examination Related Records:</b>				
Exam Scripts	Student Academic Administration	All Depts/Admin Units	13 months following the final appeal date applying to the Annual Repeats	C.S.
Projects/essays	Student Academic Administration	All Depts/Admin Units	Return to student after examination process if not collected 13 months following the final appeal date applying to the Annual Repeats (inform students of this policy)	C.S.
Exam Papers	Student Academic Administration	All Depts/Admin Units	5 years	C.S.
Student Appeals	Student Academic Administration	All Depts/Admin Units	As part of permanent student academic record	Archive
<b>Other Student Records</b>				
Academic Learning Centre appointments (electronic)	ALC	ALC	Retain for 4 Years (degree duration)	C.S.
Student Counselling Service Records	Director of Student Life	Student Counsellor	Retain for the duration of student's studies plus 8 years. <i>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.</i>	C.S.
Medical Records for students attending Health Centre.	Director of Student Life	Medical Centre	Retain for the duration of student's studies plus 8 years. <i>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.</i>	C.S.
Student Accommodation – Licensing Agreements	Accommodation Officer		1 year after cessation of agreement	C.S.

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<b>Programme &amp; Teaching Records:</b>				
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
Research Records	AVP Research	LINC	Duration of project + 3 years	Destroy
Research Funding Application Records	AVP Research		Submission + 5 years	Destroy
Research Project Administration Records	AVP Research	LINC	Depends on individuals project	
Research Data Findings	AVP Research	LINC	From the point where data collection ceases + 5 years	Archive
Laboratory records	AVP Research		5 years	Destroy
Postgraduate Research	AVP Research		Submission + 5 years	Destroy
Research Undertaken with data subjects	AVP Research	LINC	Where there is agreement with the data subjects and a 3 <sup>rd</sup> party data archive such data may be held within that archive permanently.	Archive
Grant Applications	AVP Research		Permanent	Archive
Publication manuscripts	AVP Research		Permanent	Archive

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<b>HR Records:</b>				
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. 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.
Training record	Human Resources		Retain for duration of employment and for 7 years thereafter.	C.S.
Resignation/Retirement Letter	Human Resources		Permanent	Archive
Superannuation/Pension/retirement records:	Finance	Human Resources	Permanent	Archive
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.	

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<b>Leave Records:</b>				
Annual Leave Records:	Human Resources	Finance Office (admin only)	3 Years	C.S.
Sick Leave records:	Human Resources	Finance Office (admin only)	Retain for duration of employment and for 4 Years thereafter.	C.S.
Medical Certificates:	Human Resources		4 Years	C.S.
Maternity Leave	Human Resources		Retain for duration of employment	C.S.
Adoptive Leave	Human Resources		Retain for duration of employment	C.S.
Paternity Leave	Human Resources		Retain for duration of employment	C.S.
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.
Carer's Leave	Human Resources		Permanent	Archive
Compassionate Leave	Human Resources		Retain for duration of employment	C.S.
Study Leave	Human Resources		Retain for duration of employment	C.S.
Examination Leave	Human Resources		Retain for duration of employment	C.S.
Leave of Absence	RGSO	<b>Human Resources</b>	Retain for duration of employment	C.S.
Jury Service Leave	Human Resources		Retain for duration of employment	C.S.
Career Break Leave/Unpaid Leave	Human Resources		Retain for duration of employment	Archive
<b>Staff Discipline records and letters:</b>				
Anonymous Complaint:	Human Resources		Make a note of complaint received but keep no detail	C.S.
Unfounded complaints/allegations:	Human Resources		Retain for duration of employment	C.S.
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.

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<b>Recruitment/Appointment Files:</b>				
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.
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.
Interview Board notes & Marking Sheet	Human Resources		1 year after expiry of panel	C.S.
Recommendation by Interview Panel	Human Resources		Permanent	Archive
Unsolicited applications for jobs	Human Resources		6 months	C.S.
Merit Promotions Competitions	Human Resources		Keep all documentation relating to merit based promotions competitions permanently	Archive

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<b>Industrial Relations Files:</b>				
Agreements pay and other:			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 employees employment and for 7 years thereafter	Archive
Minutes of meetings	Human Resources		Permanent	Archive
Labour Court Recommendations	Human Resources		Permanent	Archive
<b>Health &amp; Safety Records:</b>				
College Safety Statement	Health & Safety Office		Permanent	Archive
Safety Records	Health & Safety Office		Retain for 10 years	C.S.
Accident Reports	Health & Safety Office		Retain for 10 years	C.S.
Fire Inspection Records	Health & Safety Office		Retain for 6 years	C.S.
Safety training Records	Health & Safety Office		Lifetime of employee	C.S.
Catering Inspection Records	Health & Safety Office		Retain for 5 years	C.S.
<b>Other Records:</b>				
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./ Electronic deletion
Statistics	Student Academic Administration		Permanent	Archive
Non-active borrower details	Library		Retain for 5 year from date of last activity	Secure deletion of electronic files

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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
Conference Bookings			Hold until no longer considered relevant	C.S.
Annual reports/Faculty reports, Department booklets, course handbooks etc				

<b>Financial Records:</b>				
Accounts Payable: Invoices	Finance		Hold for current year plus six years	C.S.
Accounts Payable: VAT Records	Finance		Hold for current year plus six years	C.S.
Accounts Payable: Tax Clearance Cert	Finance		Hold for current year plus six years	C.S.
Accounts Receivable: Debtors Ledgers	Finance		Hold for current year plus six years	C.S.
Accounts Receivable: Income listings	Finance		Hold for current year plus six years	C.S.
Agreements Rental, Lease, Use, Occupancy	Finance		Permanent	Archive
Bank Records: Bank Reconciliation	Finance		Hold for current year plus six year	C.S.
Bank Records: Bank Statements	Finance		Hold for current year plus six year	C.S.
Capital Projects	Finance		Hold for current year plus six year	C.S.
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

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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.
Travel Claims/Expenses	Finance		Hold for current year plus six year	C.S.
Receipt Books	Finance		Retain until audit signed off	C.S.
Purchase Order books	Finance		Retain until audit signed off	C.S.
Payroll	Finance		Permanent in electronic format	Electronic Archive
Listings/payslips	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.
Projections and statistical analysis	Finance		Retain for current year plus six years	C.S.
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

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Financial Committee Records	Finance/President's Office		Permanent	Archive
Commercial Contracts	Finance		After completion of contract hold for current year plus six years	Appraise and evaluate for archiving

<b>College Committee Formal Records</b>				
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.
Hand written notes taken by recording secretary at meetings	Relevant Unit		Destroy once minutes of relevant meeting have been confirmed	C.S.
Other Committee Papers	Relevant Unit		Hold until no longer considered relevant	C.S.

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***Confirmed Minutes of the following Sub-Committees 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
• Library Users Group	The Library	Secretary of Committee	Permanent	Archive

***Confirmed Minutes of the following Sub-Committees 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 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

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<ul style="list-style-type: none"> <li>Quality Committee</li> </ul>	AVP Administration	Secretary of Committee	Permanent	Archive
<ul style="list-style-type: none"> <li>Research Committee</li> </ul>	Research Office	AVP Research	Permanent	Archive
<ul style="list-style-type: none"> <li>Student Discipline Committee</li> </ul>	Student Academic Administration	Chairperson of Committee	Permanent	Archive
<ul style="list-style-type: none"> <li>Postgraduate Studies Directorate</li> </ul>	Postgraduate Office	Secretary of Committee		
<ul style="list-style-type: none"> <li>MIREC</li> </ul>	Research Office	Secretary of Committee	Permanent	Archive

<b>College Management</b>				
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.
External correspondence to and from Irish and International Colleges/Universities	President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.
Records re Building Development	President's Office		Review files on a three year cycle. Destroy routine correspondence. Retain other records permanently	Destroy routine correspondence by C.S.
Miscellaneous records re Student Welfare including Chaplaincy/ 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.
Freedom of Information Records & Requests	AVP Administration	ICRMO	6 months from the date of the last communication about the request, or 12 months for related appeals, to allow for the appeal process.	C.S.
Data Protection Records	AVP Administration	ICRMO	Permanent	Archive
Conference Bookings	Marketing Department		Hold until no longer considered relevant	C.S.

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Annual reports/Faculty reports, Department booklets, course handbooks etc .	President's Office	Relevant unit	Retain 2 copies for University record and destroy remainder, once superceded	
Child Protection Documentation	Child Protection Officer		Permanent	Archive
<b>Quality Office</b>				
Survey Data	Quality Office		Retain raw data files for 1 year; retain anonymised data permanently;	Archive
HEA Annual Returns Data	Quality Office		Permanent	Archive
<b>Building Services</b>				
CCTV Footage	Building Services	Security	30 days	Overwrite
<b>Corporate Communications</b>				
Personal Image via digital recordings with written consent. (Photography or video)	Corporate Communications		Permanent	Archive
MIC Alumni members	Corporate Communications		Permanent	Archive

\*ESF Document Retention Guidelines for 2014-20 ESF Projects

Disclaimer: MIC reserves the right to amend or revoke this retention schedule at any time without notice and in any manner in which the College sees fit at the absolute discretion of the President of the College.