

Records Retention Schedules

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Introduction

These records retention schedules provide guidance on how long Carlow College, St Patrick's retains records which it creates and receives. The retention periods have been designated in order to comply with legislative and regulatory requirements, best practice and to preserve the College's history.

1	Applicability	These retention schedules apply to all records created and received by employees of Carlow College in the course of their official duties.
2	Format-neutrality	Retention schedules are format-neutral. This means that: <ul style="list-style-type: none"> • they apply to records in all formats; and • if a record should be destroyed to comply with the retention schedule, all formats should be destroyed.
3	Responsibility	It is the responsibility of managers to: <ul style="list-style-type: none"> • notify the Archivist of any required change to retention schedules. This includes, but is not limited to, the need for inclusion of new records types, lacunae, longer/shorter retention period; and • review the retention schedules periodically. <p>The retention schedules are maintained by the Archivist under the Records Management Policy.</p>
4	Office of Primary Responsibility	The individual or office designated 'Office of Primary Responsibility' (OPR) is responsible for retention of the record for the listed retention period. For some record types, more than one OPR may be detailed if responsibility for the record is split. Where this is the case, the relevant employees may agree retention between them if they each hold the same records.
5	Structure	The retention schedules are structured thematically or by function. This means that staff may find entries which pertain to records they work with in different sections.
6	Common Administrative Records	A 'Common Administrative Records' section covers records that may be held by many staff e.g. diaries.

7	Appraising records	Appraisal is a process whereby records are examined to ascertain if they have continuing value. Some retention instructions indicate that 'weeding' should occur. This is useful if work generates large amounts of records. After a period, it is likely that some less important records can be weeded and destroyed, but continuing to maintain important records.
8	Records Destruction Procedure	Records must be disposed of in accordance with the Records Destruction Procedure. This means that destruction must be documented and approved, and that records must be disposed of securely.
19	Archiving records	Records which are designated 'Permanent' or 'Retain indefinitely' may transfer to the College Archive. When employees are no longer actively using such records, they should discuss storage arrangements with the Archivist.

1. Learner Records and Academic Administration

Reference No.	Description of records	Office of Primary Responsibility	Retention instruction
1.1	Student record management system (electronic)	Office of the Registrar	Retain core record of learners permanently. Core record contains name, contact details, date of birth, ID number, programme and modules enrolled in, grades, details of qualifications attained, if withdrawn or deferred.
1.2	Successful applications by potential learners who go on to register (direct entry e.g mature, part-time, non-EEA)	Admissions	Transfer information into systems, as required. Duration of studies + 1 year. Proof of social welfare/disability status for discounted fees – 1 year
1.3	Unsuccessful applications by potential learners (direct entry, as per 1.2, or where offers are not taken up)	Admissions	1 year
1.4	Disability and learning difference information supplied by CAO applicants (Additional Information form)	Student Services	Retain until October of year submitted if applicant does not register. Used as basis for seeking further information from registered learners. See Section 2.4.
1.5	Vetting of learners	Liaison Person	Until vetting subject ends their involvement with the College
1.6	Supervision of postgraduate learners	Supervisor	Duration of studies + 7 years
1.7	Learner attendance	Office of the Registrar	Duration of studies + 7 years
1.8	Individual learner withdrawals, deferrals and admissions	Admissions	Registered learners - retain indefinitely CAO applicants, not registered – 2 years

Reference No.	Description of records	Office of Primary Responsibility	Retention instruction
1.9	Administering applications for exemptions, advanced entry and recognition of prior learning	Admissions	Registered learner (successful/unsuccessful application) – retain indefinitely; Unaffiliated / unsuccessful application – retain for 1 year
1.10	Provision of identity (ID) cards to learners	Reception	Retain indefinitely
1.11	Case files created under policies e.g. Fitness to Practise, Code of Conduct and Disciplinary, Dignity and Respect, Fitness to Continue in Study, Plagiarism, Grievance etc.	Office of the Registrar	Minor issues: duration of studies + 7 years Major issues: duration of studies + 7 years, then review
1.12	Moodle system	(1) IT Services (2) Teaching staff	(1) Learner data deleted at end of each academic year (2) Retain teaching notes as required
1.13	Assignments, portfolios and records of their submission (paper)	Academic Administration	End of academic year + 13 months
1.14	Electronic assignments (Turnitin)	IT Services	End of academic year + 13 months (Carlow College). Turnitin retains submissions and associated data indefinitely in its repository unless instructed by clients to delete it.
1.15	Dissertations/theses – undergraduate and postgraduate	Academic Administration	Undergraduate - end of academic year + 13 months. Postgraduate – permanent. May be retained and transferred to Library for public use if learner consents to same.
1.16	Examination scripts	Examinations Officer	End of academic year + 13 months

Reference No.	Description of records	Office of Primary Responsibility	Retention instruction
1.17	Assignment titles and examination papers	Academic Administration	Permanent
1.18	Broadsheets	Admissions	Permanent
1.19	Examination deferrals	Academic Administration	Duration of studies + 1 year
1.20	Examination appeals	Office of the Registrar	2 years for personal data but retain statistical information for 10 years
1.21	Examinations accommodations	Student Services	Duration of studies + 7 years
1.22	Examination hall administration: invigilation arrangements	Examinations Officer	End of academic year + 13 months
1.23	Examination hall administration: learner attendance and reports of alleged incidents	Examinations Officer	1 year but transfer details of any alleged incident which is investigated to disciplinary case file
1.24	Reports submitted by external examiners	Office of the Registrar	10 years
1.25	Assignment extensions, extenuating circumstances	Academic Administration	Duration of studies + 1 year
1.26	Research ethics applications	Chair, Research Ethics Advisory Committee	Completion of research + 7 years
1.27	Study Abroad and Exchange Programmes	International Officer	(1) Applications for Study Abroad: See 1.2 and 1.3 (2) Applications for Exchange Programmes: Duration of studies (3) Incoming transcripts: Permanent (4) Other records as per relevant part of Retention Schedule
1.28	References for current and former learners	Author	5 years
1.29	Surveys of learner satisfaction (e.g. module-level surveys)	Office of the Registrar	Delete / destroy raw data as soon as analysis complete. Retain statistical results for 10 years. Retention periods may be assigned to individual surveys.
1.30	Learner placement: records personal to each learner	Academic Administration	Duration of studies + 7 years

Reference No.	Description of records	Office of Primary Responsibility	Retention instruction
1.31	CAO system data	Admissions	7 years. Anonymised data may be retained for as long as required.
1.32	Learner statistics	As relevant	Retain indefinitely
1.33	Timetable	Office of the Registrar	7 years
1.34	Programme handbooks	Office of the Registrar	Permanent
1.35	Placement agencies and schools: correspondence	Programme Director	Currency of agreement + 7 years with weeding
1.36	Teaching notes and academic working papers	Relevant staff member	Reference use
1.37	Organisation of orientation week	Office of the Registrar	2 years
1.38	Protection of Enrolled Learners	Office of the Registrar	Permanent
1.39	Medical certification submitted by learners	Academic Administration	Destroy/return evidence once verified
1.40	Records of Exam Board meetings	Admissions	Retain indefinitely
1.41	Programme design and validation	Office of the Registrar	Permanent with weeding
1.42	Learner analytics	Office of the Registrar	Duration of studies + 7 years
1.43	Recordings of lectures	Relevant lecturer	End of academic year
1.44	Evening courses	Admissions	Retain registration details indefinitely
1.45	Module syllabi	Office of the Registrar	Permanent
1.46	Diploma supplements	Academic Administration	Permanent
1.47	Scholarships	Marketing & School Liaison Office	Keep list of winners permanently. Destroy other records after 1 year.
1.48	Return to Studies	Admissions Office	Successful – retain indefinitely Unsuccessful – 1 year

2. Learner Services

2.1 Learner Services – Library

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
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2.1.1	Registration of Library users and borrowing record	Library	Learners – duration of studies + 1 year. Employees – duration of account + 1 year.
2.1.2	Collection management on electronic system (Heritage)	Library	Retain record until item deaccessioned or otherwise no longer in stock
2.1.3	Photocopying / printing services (Papercut system)	Library	Duration of studies
2.1.4	Administration of Inter-Library loans	Library	2 years
2.1.5	External visitors using Library facilities	Library	Current year + 3 years
2.1.6	Library stock requisition forms	Library	Current year
2.1.7	Bookshop – purchasing books on behalf of learners	Library	7 years
2.1.8	Visitors' book	Library	Dispose of when complete +3 years
2.1.9	Binding	Library	2 years
2.1.10	Requests for extension of Library facilities to persons associated with Carlow College, St. Patrick's	Library	1 year
2.1.11	Correspondence with legal deposit libraries	Library	1 year

2.2 Learner Services – Health

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
2.2.1	Counselling – case files	Counsellors	Final appointment + 7 years if learner is over 18. Until age of 25 if learner is under 18
2.2.2	Nurse – case files	Nurse	Final appointment + 8 years
2.2.3	Health promotion campaigns	Nurse / Counsellors as relevant	Reference use

2.3 Learner Services – Careers

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
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2.3.1	Records created in assisting learners e.g. curriculum vitae review	Careers	Reference use
2.3.2	Careers Office initiatives	Careers	Reference use

2.4 Learner Services – Learner Supports

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
2.4.1	Disability and learning difference information supplied by CAO applicants (Additional Information form)	Student Services	Retain until October of year submitted if applicant does not register. Used as basis for seeking further information from registered learners.
2.4.2	Case files of learners with learning differences and disabilities (supports funded by Carlow College, St. Patrick's)	Student Services	Duration of studies + 7 years
2.4.3	Case files of learners with learning differences and disabilities (supports funded by the European Social Fund)	Student Services	EU Audit
2.4.4	Assistive technology (hardware)	Student Services	Content wiped when item returned
2.4.5	Administration of ESF funding	Student Services	EU Audit
2.4.6	Provision of academic assistance by Essay Doctor Service	Essay Doctor	Retain personal data for duration of studies. May retain statistical information for as long as required.
2.4.7	Records of external agencies providing personal assistance or other specialist services	Student Services	End of contract + 7 years

2.5 Learner Services – Students' Union

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
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2.5.1	Interactions between elected officers of the Students' Union and line management and other employees e.g. reports and meetings' records	Student Services	5 years
2.5.2	Election of officers to the Students' Union	Student Services (Returning Officer)	Retain results sheet permanently. Destroy ballot papers once any appeal period has expired.

2.6 Learner Services – Chaplaincy

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
2.6.1	Bereavements	Chaplaincy	1 year
2.6.2	Texts of prayers, hymns, reflections and meditations	Chaplaincy	Reference use
2.6.3	Chaplaincy Assist	Chaplaincy	7 years

2.7 Learner Services – Sport and Recreation

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
2.7.1	Information regarding teams	Team manager	3 years for general records. For player data, duration of participation + 2 years

3. Financial Management

3.1 Financial Management – Learners

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
3.1.1	Management of learner fees	Accounts	7 years
3.1.2	Free Fees Initiative – correspondence with Department of Education and Skills	Admissions / President's Office	7 years for personal data (Admissions). Retain correspondence indefinitely (President's Office).
3.1.3	Fee assessment	Admissions	7 years

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
3.1.4	Learner grants	Admissions	7 years for registered learners for whom payment is received. Destroy data regarding persons who do not become registered learners or are refused a SUSI grant in accordance with the SUSI retention schedule.

3.2 Financial Management – Accounts and Payroll

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
3.2.1	Accounting records e.g. Purchase orders, delivery dockets, invoices, remittance advice, customer statements, credit notes, requisitions, refunds Receipts Petty cash Till receipts Cheques and chequebooks	Accounts	7 years
3.2.2	Sage Financial Management System	Accounts	7 years
3.2.3	Payslips	Accounts	Retain indefinitely
3.2.4	Banking records e.g. Bank statements Credit card statements Bank lodgement books Bank reconciliation reports (month end) Paypath: bank transfer report Correspondence with bank: queries on transactions, bank charges	Accounts	7 years
3.2.5	Bequests to the College	Accounts/ President's Office	Permanent
3.2.6	Sponsorship and donations – incoming and outgoing	Accounts	7 years

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
3.2.7	Audit reports and correspondence	Accounts	Permanent
3.2.8	Annual financial statements	Accounts	Permanent
3.2.9	ESF monthly timesheets	Accounts / Student Services	EU Audit
3.2.10	Staff timesheets (non-ESF)	Accounts	7 years
3.2.11	Loans	Accounts	Until loan repaid + 7 years
3.2.12	Staff claims for expenses, mileage, training and conference costs	Accounts	7 years
3.2.13	Claims for examination invigilation and correction	Accounts	7 years
3.2.14	Claim forms for guest lecturers	Accounts	7 years
3.2.15	Membership of professional association	Accounts	7 years
3.2.16	Staff book publication bursaries	Accounts	7 years
3.2.17	Staff pensions, PRSA schemes	Accounts	Retain indefinitely
3.2.18	Wage Subsidy Scheme (form replaced by online DEASP system)	Accounts	7 years
3.2.19	Employee personal details for Payroll	Accounts	Until superseded
3.2.20	Taxation records, including: statement of tax fee allowances (P2Cs), third party returns made to Revenue Commissioners	Accounts	Until superseded
3.2.21	Salary increments	Accounts	7 years
3.2.22	Bike to Work Scheme	Accounts	7 years
3.2.23	Employees' savings	Accounts	7 years
3.2.24	Payroll deductions at request of employees	Accounts	7 years
3.2.25	Bank details request form	Accounts	7 years
3.2.26	Social Protection forms filled at request of employee eg certificate of holiday entitlement, unemployment, social welfare claims	Accounts	1 year
3.2.27	Management of investments	Director of Operations	Retain indefinitely
3.2.28	Commercial rates	Accounts	7 years
3.2.29	Chip and Pin terminals: contract, correspondence	Accounts	Duration of contract + 7 years

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
3.2.30	Cost analysis	Accounts / Director of Operations	5 years
3.2.31	Annual budget, including estimates	Director of Operations	Permanent
3.2.32	Valuations of College property	Director of Operations	Permanent
3.2.33	Tendering: advertising and arrangements for the tendering process	Director of Operations	2 years
3.2.34	Tendering: evaluation of tenders	Director of Operations	7 years
3.2.35	Tendering: successful tenders	Director of Operations	Permanent
3.2.36	Tendering: unsuccessful tenders	Director of Operations	2 years
3.2.37	Tendering: specifications produced by the College	Director of Operations	Reference use

4. Corporate Administration and Services

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
4.1	Legal advice and cases	As relevant	Retain indefinitely
4.2	Institutional and Programmatic reviews	Office of the Registrar	Retain final reports and correspondence with validating body permanently. Appraise other material after 10 years.
4.3	Child Protection case files	President's Office (Designated Liaison Person)	Retain indefinitely
4.4	Insurance – policies and general correspondence with insurance company	Director of Operations	Completion of matter + 7 years
4.5	Insurance – claims, which do not lead to litigation or settlement by agreement	Director of Operations	Completion of matter + 7 years
4.6	Insurance – claims, which lead to litigation or settlement by agreement	Director of Operations	Completion of matter + 7 years
4.7	Freedom of Information requests: case files, register and Section 8 Publication Scheme	Freedom of Information Officer	Case files – 5 years Register and Publication Scheme – permanent

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
4.8	Data Protection: breaches, case files and register	Data Protection Officer	Case files – 5 years Register – permanent Breaches – 5 years
4.9	Support requests	IT Services	3 years
4.10	Passwords	IT Services	Until superseded
4.11	Microsoft OneDrive, email	IT Services	These are not discrete records series. Retain as per retention instruction for each records series detailed in this document
4.12	Software licences	IT Services	Permanent
4.13	Security logs	IT Services	7 years
4.14	Logins and usage logs	IT Services	12 months
4.15	Copyright licence	Office of the Registrar	2 years
4.16	Text messaging system – text of messages; contact details of individuals	Reception	Delete content of message when reference use ceases. Delete contact details of persons when their association with the College ends or if they object to receiving text messages
4.17	Visitors' book	Reception	Until complete + 2 years
4.18	Governing Body: agreement of Governors to the code of conduct, ethics declaration and provision of information to the Charities Regulatory Authority	President's Office	Retain indefinitely
4.19	Returns to the Charities Regulatory Authority	President's Office / Accounts	Permanent
4.20	Liaison with Government departments, accreditation bodies and other significant agencies e.g. Department of Education and Skills, Quality and Qualifications Ireland and the Higher Education Authority	Office of the Registrar / President's Office / Director of Operations or as relevant	Permanent with weeding. Material held by different departments is to be compared prior to destruction of any record

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
4.21	Collaborations with other higher education institutions	President's Office / Office of the Registrar	Permanent with weeding
4.22	Legal agreements including acquisition and disposal of property	President's Office / Director of Operations	Permanent
4.23	Quality Assurance	Quality Assurance Officer	Permanent with weeding
4.24	Risk register	President's Office	Until superseded + 5 years
4.25	Catering: records of foodstuffs	Catering Manager	Foodstuffs with 'use by' date: 3 months after expiry Foodstuffs with 'best before' or 'best before end': 1 year after expiry of the relevant date Foodstuffs for immediate consumption: 3 months after sale
4.26	Catering: food safety management system (HACCP), including temperature record charts, breakages and cleaning programme	Catering Manager	2 years
4.27	Catering: Environmental Health Department inspections	Catering Manager	5 years
4.28	Catering: allergen records	Catering Manager	2 years
4.29	Catering: menus	Catering Manager	Reference use
4.30	Records Destruction Certificates	Archivist	Permanent
4.31	Protected Disclosures	President's Office	Retain indefinitely

5. Human Resources

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
5.1	Recruitment of employees	Human Resources	Unsuccessful external applicants – 1 year Successful applicants and existing employees – transfer application,

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
			contract and information required for completion of recruitment process to employee file
5.2	Unsolicited curriculum vitae	Human Resources	Not retained
5.3	Employee files (i.e. records not covered by other retention instructions)	Human Resources	Duration of employment + 7 years. If any pension is payable retain file until death + 7 years. Then appraise. A skeleton employee record is kept permanently for archival purposes.
5.4	Exit interviews with departing staff	Human Resources	Anonymous information can be retained as required. Personal data – 2 years
5.5	Pre-employment medical checks	Human Resources	Duration of employment + 7 years
5.6	Garda vetting of employees	Liaison Person	Until vetting subject is re-vetted, resigns or ends their involvement with the College
5.7	Administration of employee leave	Human Resources	Annual and sick leave records: 3 years Carer's and force majeure leave records: 8 years Parental leave: 12 years Other types of leave: end of leave + 7 years
5.8	Case files with regard to issues such as mediation, litigation, investigations under policies including Grievance, Dignity and Respect policies, industrial relations	Human Resources	Retain indefinitely. Duration of employment + 7 years at maximum.
5.9	Allegations and complaints made about employees (general)	Human Resources	Resolution of issue + 2 years

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
5.10	Performance management reviews	Human Resources	5 years
5.11	Election or appointment of employees as representatives to bodies and committees	President's Office	Ballot papers: Election date + 1 month Other records: End of term + 1 year
5.12	Disciplinary records	Human Resources	Duration of employment + 7 years at maximum. Where Disciplinary Policy provides for earlier removal then destroy but keep a record that a warning was issued. Defer to other relevant retention periods e.g. Child Protection case files.
5.13	Work experience and volunteers – case files	Human Resources	4 years
5.14	Time and attendance records	Human Resources	4 years
5.15	Staff structure	Human Resources	Until superseded
5.16	Staffing	Human Resources	5 years
5.17	Trade unions: correspondence and minutes of meetings	Human Resources	Permanent
5.18	Employee Assistance Programme: statistical reports	Human Resources	3 years
5.19	Administration of training: identification of training needs, evaluation	Human Resources	5 years
5.20	Hiring consultants	Human Resources / Director of Operations	End of project + 7 years
5.21	Workplace Relations Commission: correspondence	Human Resources	Permanent
5.22	BrightHR (electronic system)	Human Resources	As per relevant retention instruction
5.23	Records relating to individual employees held by line managers	Line manager	Not to be retained longer than as indicated for the Human Resources Office. If line management changes, offer records to Human Resources Office.

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
5.24	Salary certificates, statements of services and similar documents completed for current and former employees	Human Resources	1 year

6. Public Affairs

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
6.1	Promotional materials e.g. prospectuses, brochures, advertisements, video footage, website content	Marketing	Permanent
6.2	Alumni Association	Marketing	Retain membership records for duration of membership Records of events – 5 years
6.3	Photographs	Marketing	Permanent for significant events, with weeding. This retention instruction applies to all photographs.
6.4	Direct marketing contact lists	Marketing	Duration of consent
6.5	Organising conferring ceremonies	Office of the Registrar	Keep conferring booklet and texts of speeches permanently; dispose of other material after 1 year
6.6	Records of College representation on external bodies. Includes meeting records	As relevant	Until appointment ends
6.7	Staff Newsletter	Marketing	Permanent
6.8	Former clerical students of the College: organising annual reunion; sending newsletter to former clerical students	President's Office	Retain attendance list and selection of photographs taken at reunions permanently; retain newsletter permanently; dispose of other material after 1 year
6.9	Marketing campaigns: working papers	Marketing	5 years
6.10	Branding and design	Marketing	Permanent

6.11	Media releases	Marketing	Permanent
6.12	Media coverage of Carlow College, St. Patrick's	Marketing	Permanent
6.13	College publications	President's Office	Permanent
6.14	Marketing and School Liaison events: e.g. open days and school visits	Marketing / School Liaison Office	5 years
6.15	Visits: significant visits to the College or by College personnel	President's Office / Marketing / or as relevant	Permanent
6.16	Schedule of school visits by School Liaison Officers	School Liaison Officers	5 years
6.17	Consent for use of personal data in marketing materials	Marketing	Currency of consent
6.18	Website development: working papers	Marketing	5 years
6.19	Website content	Marketing	Permanent
6.20	Social media	As relevant	Information posted on social media to be kept as per relevant records series

7. Health and Safety

Exceptions:

Exception 1 is where an accident, incident or dangerous occurrence is being investigated; keep records until investigation and legal proceedings are complete.

Exception 2 being if a health surveillance risk is identified. If this is the case retain for period of 40 years from the date of creation.

Exception 3 is if an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim occurred. In such instances, retain records for 10 years.

Reference No.	Description of records	Office of Primary Responsibility	Retention instruction
7.1	H&S Statement; both parent and ancillary statements	H&S	10 years after H&S Statement superseded. Exception 1.

7.2	Notifications to employees about H&S Statement or policies	H&S	Duration of current H&S Statement/policy document. Exception 1.
7.3	Employee Safety Handbook	H&S	10 years
7.4	Notifications to employees about Employee Safety Handbook	H&S	2 years
7.5	Records relating to the development and implementation of H&S policy. May include correspondence with H&S consultants.	H&S	10 years. Exception 1.
7.6	Risk assessments	H&S	10 years. Exception 2.
7.7	Asbestos register listing premises/locations where asbestos is present.	H&S	Retain indefinitely
7.8	Asbestos exposure records and supporting documentation (e.g. inspections, surveys, measurements and remedial measures).	H&S	Retain for 40 years
7.9	Exposure to lead e.g. surveys, risk assessments, medical assessments	H&S	If a health surveillance risk is identified, retain for 40 years. If no risk identified, apply 7.29.
7.10	Exposure of carcinogens e.g. surveys, risk assessments, medical assessments	H&S	If a health surveillance risk is identified, retain for 40 years. If no risk identified, apply 7.29.
7.11	Exposure to ionising radiation (e.g. Radon) e.g. surveys, risk assessments, medical assessments	H&S	If a health surveillance risk is identified, retain for 40 years. If no risk identified, apply 7.29.

7.12	Safety Data Sheet (SDS) for chemical substances and preparations which are in use. Kept with chemical.	H&S	SDSs should be revised at least every 5 years. Once superseded, the 5 year-old SDS should be destroyed except where usage of the chemical forms part of a health surveillance record. If this is the case, retain for 40 years
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7.13	Construction work – building safety file e.g. asbestos survey reports, underground cables and cable plans of sites and buildings	H&S	Retain for lifetime of building. Retain records relating to planning and construction of buildings for a minimum of 30 years
7.14	Permits for hot work	H&S	For both construction related and non- construction works retain for completion of construction project + 7 years, then destroy. Exception 3.
7.15	Register of lifting equipment. Active asset register (contains details of equipment, distinguishing number, date of first use, last thorough examination and testing). Items to be marked ‘taken out of use’ rather than removed from register.	H&S	Retain indefinitely.
7.16	Inspection of lifting equipment: certificates of examination	H&S	Lifetime of equipment + 7 years. Exception 3.
7.17	Register of boilers and pressure vessels. Certificates of examination; register of work.	H&S	Lifetime of equipment + 7 years. Exception 3.
7.18	Maintaining equipment, plant and machinery: initial certificates of conformance that come with equipment	H&S	Lifetime of equipment + 7 years. Exception 3.
7.19	Construction projects: preliminary H&S plans. Design stage document developed for projects and given to tenderers	H&S	Completion of project + 7 years

7.20	Construction projects: method statements	H&S	Retain for duration of the works or until superseded, plus 1 additional year in both circumstances.
7.21	Construction projects (and non-construction works): temporary traffic management plans	H&S	For both construction-related and non-construction works, retain until completion of works + maintenance period + 5 years.
7.22	Construction projects: H&S procedures. Contractor competency assessment document (May be kept with tender assessment)	H&S	Duration of project + 7 years
7.23	Construction projects: Construction stage H&S plans.	H&S	Duration of project + 7 years
7.24	Construction projects (and non-construction projects): Contractor's Safety Statement or SMP20 competency questionnaire, Safe Pass and required insurance cover	H&S	Retain for duration of project/contract + maintenance period + 5 years. Exception 3.
7.25	Construction projects: Carlow College as PSDP or PSCS. Safety file includes e.g. notifications to HSA; site induction; Safe Pass and CSCS cards possessed by site workers; monitoring of compliance and taking of corrective action.	H&S	Completion of project + 7 years
7.26	Instructions given to contractor asking them to rectify non-compliance within a specified time	H&S	Completion of project + 7 years

7.27	Fire Safety Register Log Book. Includes inspections of fire equipment e.g. blankets, fire alarm, extinguishers, fire exits and evacuation doors; personal evacuation plans; and records of fire drills.	H&S	In general, until log book is complete + 1 year. Personal evacuation plans retained until the subject of it ends their relationship with the College. Exception in both circumstances is where a fire has occurred that is likely to lead to a prosecution or personal injury claim. In these circumstances, retain for 10 years from date of incident or date it is reported or until investigation or legal proceedings have been completed.
7.28	Accident/incident and dangerous occurrences reports, encompassing first aid records.	H&S	Records detailing accident/incident or dangerous occurrence should be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceedings have been completed. Exception 2. A further exception to the 10-year retention is where a child has been involved. In these circumstances, retain for 25 years.
7.29	H&S training records. Relates to training given to staff, including attendance lists and training certificates.	H&S	Retain for duration of employment + 10 years. Exception 2.
7.30	Health surveillance records (general). Correspondence and list of staff availing of scheme	H&S	Duration of employment + 10 years. Exception 2.

7.31	Advice/instructions to employees and/or managers e.g. safety alerts, communications	H&S	If communication relates to a piece of equipment, retain for lifetime of the equipment + 5 years. If communication relates to a specific project or contract then retain for duration of project/contract + maintenance period + 5 years. Otherwise keep for 1 year after date of issue. Exception 3 applies in all circumstances.
7.32	Ergonomic Assessments of work stations for all reasons. Includes VDU, pregnant employees, remote working. Includes assessment of work stations with recommendations.	H&S	Retain current assessment plus previous assessment then destroy. Exception 2.
7.33	Personal Protective Equipment (PPE) Register. Contains employee signature and PPE details.	H&S	10 years. Exception 3.
7.34	Meetings of Safety Committee (internal). Includes minutes, circulated documents, correspondence.	H&S	10 years
7.35	Reports to Management Board / Governing Body on all aspects of H&S.	H&S	5 years
7.36	President's Orders. Generally regarding administration of projects (appointment of project supervisors, construction staff).	H&S	End of project + 7 years
7.37	Records of inspections. Site and building H&S inspections - statutory. Includes inspection forms, completed forms, checklists demonstrating compliance with legislation, reports and correspondence.	H&S	Retain while action contained in the record are still open/active then a further 5 years from when action closed/completed.

7.38	Radon measurement reports.	H&S	Retain report for duration of building/property on safety file or until monitoring report is superseded. Exception 2.
7.39	Maintaining and calibrating equipment, plant and machinery checklists	H&S	Lifetime of equipment + 5 years
7.40	Electrical appliances testing (PAT testing). Report of testing of new electrical installation or extension to existing installation.	H&S	Lifetime of equipment + 5 years
7.41	Electrical installations: periodic testing	H&S	Lifetime of equipment + 5 years

7.42	Inspection of work at height equipment	H&S	Lifetime of equipment + 5 years. Exception 3.
7.43	Work equipment inspection records. Inspection records, fault rectification records	H&S; relevant department	Lifetime of equipment + 5 years
7.44	Dangerous Occurrence Reports i.e. Hazard Reports. Includes reports, witness statements, photographs, investigation report.	H&S	Retain for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceedings have been completed. Exception 2. A further exception to the 10-year retention is where a minor is involved = retain for 25 years or until investigation and legal proceeding have been completed.
7.45	HSA inspection reports and follow up records. Includes improvement plans; improvement notices; prohibition notices and general correspondence.	H&S	Retain for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceedings have been completed. Exception 2. A further exception to the 10-year retention is where a minor is involved = retain for 25 years or until investigation and legal proceeding have been completed.
7.46	Safety Management Audits. Includes correspondence with H&S consultants.	H&S	Retain for current life of audit report + 5 years then destroy

8. Facilities and Estates Management

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
8.1	CCTV system and footage / stills extracted from system	Facilities Manager	One month in general but images may be retained for longer in the case of an identified incident
8.2	CCTV access log	Facilities Manager	5 years
8.3	Incident reports by security staff	Facilities Manager	2 years in general but if an issue is ongoing retain until resolved
8.4	Physical access control system: car park barrier and automatic doors. Information recorded by systems	Facilities Manager	1 year
8.5	Provision of residential accommodation in Lennon House, including agreement of residents to terms and conditions	Facilities Manager	End of agreement + 7 years
8.6	Maintenance requests	Building Services	3 years
8.7	Bookings and space allocation records	Facilities Manager	3 years
8.8	Hiring College facilities	Facilities Manager	7 years
8.9	Car park management violations, clamping	Facilities manager	1 year
8.10	Keys: schedules and sign-out records	Reception, Facilities Manager	1 year
8.11	Provision of employee cards, including photographs	Reception	Until superseded or employment ends
8.12	Acquisition and disposal of property	President's Office	Permanent
8.13	Capital projects: documentation including minutes of site meetings, contractor progress reports, contractor information requests, contract correspondence. See Health & Safety section	Director of Operations	Completion of contract + 7 years for minor projects. Archive with weeding for major projects.
8.14	Capital projects: Contract safety file; 'as built' drawings; planning permission; fire certificates. See Health & Safety section	Director of Operations	Permanent
8.15	Energy management	Director of Operations	3 years

8.16	Cleaning schedules	Facilities Manager	2 years
8.17	Inventories of fixtures and fittings	Facilities Manager	Until superseded
8.18	Environmental testing: including water quality monitoring	Maintenance Department	10 years

9. Common Administrative Records

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
9.1	Records of meetings (committees and sub-committees): agenda, minutes, tabled and circulated documents Draft minutes of meetings	Secretary of Committee if post exists. Convenor / Chairperson if no Secretary	Permanent Retain until superseded by agreed minutes
9.2	Records of team meetings: agenda, minutes, tabled and circulated documents	As relevant	4 years but retain for longer if issues are ongoing
9.3	Surveys	As relevant	Destroy raw data as soon as possible. Analysis of results may be retained on ongoing basis for as long as required
9.4	General correspondence. Refers to general matters that do not fit in under any other heading in this document	As relevant	Reference use / appraise after 1 year
9.5	Diaries	As relevant	3 years
9.6	Invitations	As relevant	Reference use
9.7	Awards ceremonies	As relevant	Retain list of winners permanently. Other material – archive with weeding
9.8	Events and conferences (organised by Carlow College, St. Patrick's)	As relevant	Retain list of speakers and texts of any presentations which are collected on permanent basis. Destroy other material after 2 years.

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
9.9	Events and conferences (external)	As relevant	Reference use
9.10	Correspondence – complaint or thanks	As relevant	1 year unless issue is ongoing
9.11	Employee social events	As relevant	Reference use
9.12	Circular correspondence to employees e.g. to announce new appointments, bereavements	As relevant	Appraise after 1 year. Retain circulars of significant news permanently
9.13	Annual reports	As relevant	Permanent
9.14	Strategic plans	As relevant	Permanent
9.15	Incoming promotional material for events or supplies	As relevant	Reference use
9.16	Policies, procedures, protocols	As relevant	Permanent
9.17	Copies of legislation and regulations	As relevant	Reference use
9.18	Contracts and service level agreements; and associated correspondence	As relevant	Contract duration + 7 years. However, retain permanently for important contracts
9.19	Speeches and presentations	As relevant	Permanent for significant events. Reference use for other items.
9.20	Price lists	As relevant	Reference use
9.21	Project research materials	As relevant	Reference use
9.22	Training guidelines provided to staff (non-health and safety)	As relevant	Until superseded
9.23	Announcements and notices of meetings and other events, and notifications of acceptance or apologies	As relevant	Reference use
9.24	Requests for, and confirmations of, reservations for internal services e.g. meeting rooms where no internal charge is made	As relevant	Reference use
9.25	Transmission documents e.g. letters, fax cover sheets, email messages, compliments slips etc, which accompany documents but do not add value to them	As relevant	Reference use
9.26	Superseded address lists, distribution lists, address books	As relevant	Reference use

Reference No.	Description of records	Office of Primary Responsibility	Retention Instruction
9.27	Working papers where the results have been written into an official document and which are not required to support it	As relevant	Reference use

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