

Griffith College



GRIFFITH COLLEGE

RECORDS RETENTION SCHEDULE

Griffith College Records Retention Schedule
November 2018

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RECORDS RETENTION SCHEDULE**

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INTRODUCTION

This retention schedule provides a guideline on how long Griffith College records should be retained under the current Records Management Policy and is applicable to all campuses. The retention schedule has been coordinated in conjunction with other institutes of education to ensure that there is consistency between institutes and that Griffith College has a realistic and transparent records management policy suitable to the needs of the college. This Schedule ensures that information is kept as long as necessary, and takes account of our responsibility to be compliant with the Data Protection Act. Whilst we have attempted to include all documents within each department across the college, this document list is not exhaustive. Documents that are not listed but are substantially similar to those listed in the Record Retention Guideline schedule shall be retained for the appropriate period of time.

The retention periods within the schedule apply to information in all formats and should be applied consistently regardless of whether the information is held manually or electronically. When retention periods for records have expired, documents should be reviewed in accordance with the college's Retention and Destruction policy, which has been included in this schedule. Where it is believed that there is justification to retain the data longer than indicated, then explicit reasons should be documented for doing so in consultation with the head of department or line manager.

Each department should take measures to prevent unauthorised access to private and confidential records. Such private and confidential records should only be accessed where necessary to perform a relevant college function. Any records containing personal data or confidential information should be disposed of in accordance with the College's Retention and Destruction policy,

Electronic records, i.e. records maintained in a format that requires the use of technology to access, which include e-mail, text messaging, voicemail, databases, word processing documents, web content, scanned images, etc. must be maintained in an electronic form that is accessible and retrievable in a timely manner throughout their retention period. Security measures should be identified to ensure their integrity is preserved and protected from alteration and premature destruction and that a disaster recovery plans is in existence. When storing information in electronic format, only approved applications should be used to ensure longterm accessibility of information. For further advice on storage applications, or data types for scanned information, please contact the IT department.

The retention requirements for email will follow the records retention schedule where email is the format being used for the record described on the schedule. Email records that are not records identified on the retention schedule shall be retained at employees' discretion and deleted when they no longer serve an administrative purpose. Griffith College employees are responsible for the retention and disposal of emails that they send and receive in carrying out their employment responsibilities.

PRESIDENT'S OFFICE

General

Documents/Records	Retention Requirement
Governing Body - Minutes of meetings, backup materials, official correspondence.	Hold for current year, plus six years.
General Information Files containing a wide range of materials pertinent to the operation and interest of the President's office	Indefinitely
Strategic Plans	Indefinitely
Circular letters and Government Reports	Indefinitely

Management Board

Approved minutes of meetings and supporting documentation	Indefinitely
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Academic & Professional Council

Signed minutes of meetings and backup material of Academic Council meetings, details of its sub committees and working groups.	Indefinitely
General correspondence	3 years

Quality Assurance & Enhancement Committee

Minutes of meetings of academic council sub-committees, backup materials	Indefinitely
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	Indefinitely
Collaboration Agreements etc.	Indefinitely

OFFICE OF THE REGISTRAR

General

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	Indefinitely

New course approvals, process and reports	Indefinitely
Circular letters and Government Reports	Indefinitely
External examiners reports, lists of contracts, reports, payments, etc.	7 years
Documents and correspondence relating to litigation or disputes which have been completed or settled	Indefinitely
Prospectus, Student Handbooks, Graduation Booklets	Indefinitely (Archive)
Policy Statements	Indefinitely
Programmatic Review Documents/Institutional Reviews	Indefinitely
Disciplinary Committee Minutes	7 years

Admissions

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 programme + 3 years
Registration Forms and any back-up material	Duration of programme + 3 years
Student Registration details (electronic version)	Indefinitely

Learner Records

Including name, address, date of birth, next of kin, places of employment, etc. (Electronically)	Indefinitely(electronically)
Learner Personnel files	Duration of programme + 2 years
Learner Statistics	Indefinitely(electronically)
Learner Attendance Records	Indefinitely (electronically)

Examinations

Examinations papers	7 years
Examinations solutions	7 years
Examinations scripts	2 years after Examinations Boards
Assessment results - broadsheets	Indefinitely
Assessment results - CMS	2 years after Examinations Boards (held by faculties)

Examinations Boards Appeals documentation	2 years after learner ceases to be a learner provided no litigation is contemplated.
Assessment correction claim sheets	7 years (held in finance)

Library

Book Records	Updated on on-going basis
Membership / Borrowing Records Non-students	Until end of each academic year
Membership / Borrowing Records Students	Until end of each academic year
Electronic Publications	Updated on on-going basis
Examination papers (held in the Library)	Indefinitely (Archive)

Student Services

Students Union

Student Scholarship applications and funding Records	10 years
Student Union Election Results	1 year

Sports and Recreation

Information regarding active sports clubs, participants, coaches	2 years
Funding and expenditure	7 years
Sports Scholarship information – criteria, application forms, updated information on existing scholarship recipients, funding of scholarships	7 years
Use/hire of facilities (pitches, Astro turf, running track)	1 year
SU Membership Documentation - membership forms; usage records, physical activity questionnaires	2 years
Fitness Room Client Documentation - Client personal details; client usage records.	5 years
Finance Documentation - Cash Control Sheets; Invoice Records	7 years

Alumni

First destination statistics of graduates	Indefinitely
Employer database – list of employers who contact the Careers Service with job opportunities for graduates	Updated each year

FINANCIAL CONTROLLER

Annual Financial Statements (audited)	Indefinitely
Legal documents and correspondence	Indefinitely
<i>Operational Programme and Budgets (OPB):</i>	
Budget Documents	Indefinitely
Insurance documentation/claims	Indefinitely
Internal audit reports	7 years
Capital Projects Meeting Minutes	Indefinitely
General correspondence	7 years

Student Fees and Revenue

Documentation relating to learner fees	7 years
Learner Bank Account Details	Duration of programme or until full fees paid
Documentation relating grants/scholarships/financial aid/wave of fees including eligibility, attendance reports, bank reconciliation, etc. (Database)	7 years
Financial records related to on-line programmes	7 years

Finance Department

All payroll reports for weekly, monthly and part-time staff. (including supporting documentation)	12 years (with electronic information stored indefinitely)
Certificate of Tax Credits	12 years
Memos from personnel for payroll calculations	12 years
P35s and P30s and P60s	12 years (with electronic information stored indefinitely)
Copy payslips (electronic format)	12 years
Deduction forms for staff including monthly list of deductions paid over	12 years
Purchase requisition.	7 years
Purchase requisition.	1 year
Purchase orders. (copy)	7 years
Completed G.R.N.S. and delivery docket	7 years

Purchase invoices. Paid and unpaid	7 years
Payment Remittance Proposals and Confirmations	7 years
Copies of all fee refunds	7 years
Monthly creditors statements	7 years
Copies of VAT 3 returns, withholding tax returns and subcontractors returns.	7 years
Bank statements	7 years (with electronic information stored indefinitely)
Bank correspondence	7 years
Bank reconciliation records	7 years
Deposit interest certificates	7 years
Fixed asset Details	Indefinitely

Estates Office

Capital Projects Documentation including: Tender documentation, tender reports, minutes of site meetings, contract correspondence	7 years after completion
Contract safety files	Indefinitely
Minor capital works	7 years
Energy Management Files	3 years
Bookings and Space Allocation Records	3 years
Cleaning Schedules	12 weeks
CCTV images & recordings	31 days / month
Maintenance requests and records	1 year post completion
Final Drawings/Plans	Indefinitely
Planning Permission	Indefinitely
Fire Certificates	Indefinitely
Correspondence with Design Team, Contractors, local authorities, Site meeting Minutes etc.	Indefinitely
Planning permission grants and associated applications	Indefinitely
Contract Documents	Indefinitely

Safety File/ Other Construction drawings and plans	Indefinitely
PROPERTY - Land Maps	Indefinitely
ENERGY : Consumption records	3 years
SECURITY: Incident Reports	1 year – longer if pending legal action
SECURITY: Key schedule	Indefinitely
PURCHASING: Requisitions, quotations, etc.	3 years

HUMAN RESOURCES

Personnel Records

<i>Personal Records</i> - employment history, qualifications, training, salary increments, appointment details, medical certificates, leave of absence, birth certificates, staff development, etc.	Indefinitely
Interview Report Forms, Selection Board recommendations	Indefinitely
Schedule of interviews, shortlisting criteria and recruitment screening form	6 years
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	Indefinitely
HR Policies and Procedures	Indefinitely
Documentation regarding litigation or dispute	Indefinitely
<i>Attendance Records</i> - Sick leave, annual leave, maternity leave, Force Majeure, Parental Leave etc.	Indefinitely
Training: Details of courses attended; Training Budget and related correspondence. Applications for support subsidy, Training Policy	Indefinitely

Wellbeing, Safety and Health

Accident reports and legal claims	7 years
Risk assessments	7 years
Emergency management responses	7 years

Safety legislation	7 years
Details of 1st Aid box contents	Updated on an on-going basis
Personal Protection Equipment details	7 years
Permits to work records	7 years
Details on fire evacuation exercises	7 years
Training records	7 years
Safety statement and related updates.	7 years
Accident investigations notes and information on corrective actions.	7 years
Fire Safety Register	7 years

IT Department

Computer Services

Software Licence	Indefinitely
Network account usernames - students	1 year after the individual has left the College
Network account usernames - staff	Duration of employment - Security copies for a further 3 months.
Internal staff details on email and telephone systems	1 year after the individual has left the College
Web proxy logs	1 year

OFFICE OF DEVELOPMENT

Research

All records pertinent to the following:	
General information files containing a wide range of materials pertinent to the operation and interest of the Research Committee	5 years

Marketing & Schools' Liaison

Promotional literature - prospectuses, brochures, magazines	Indefinitely
Promotional literature produced by Irish and international HEIs	3 years
Government and sectoral reports	3 years
Media monitoring of Griffith College	Indefinitely
Data regarding feeder schools	Indefinitely
Institute Annual Reports	Indefinitely

Alumni Association

Graduate's personal information including name, address, date of birth, places of employment, type of employment, etc.	Held indefinitely until Student retirement from the Alumni Association plus 1 year
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International Office

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

DATA PROTECTION OFFICE

Freedom of Information

Data Protection Requests and all materials pertinent to each request	5 years
Request Register	Indefinitely

FACULTIES AND DEPARTMENTS

Faculty publications	10 years
Minutes of meetings - senior management of the faculty/department, special purpose committees	7 years
Timetables (electronically)	12 months (electronically)
Correspondence, documentation and reports from external bodies pertaining directly to the school	7 years
Continuous assessment practical/Projects Student Material	12 months post Examination Board
Assessment results - CMS	2 years after Examinations Boards
Programme board minutes	7 years
Programmatic Review documents	Indefinitely
Correspondence External Examiners	7 years (Held in Examinations Office)

STORAGE

Categorisation of Paper Records

Active Records

Active College records which are required for current use should be retained and maintained within each relevant faculty / department.

Semi-active Records

Semi-active Records which are not required for current use, but are required for reference or retention for a specified period of time, should be stored within each relevant department where possible. In the case where semi-active records are to be removed to storage, departmental staff are responsible for placing records in boxes which are clearly identified using the storage label template – Appendix 1. Maintenance staff are responsible for the removal of semi-active records to a secure storage area and should inform the relevant department of the storage location.

Inactive records

Inactive records are active and semi-active records which are no longer required and the period of retention has expired. The Maintenance department are responsible for the disposal of these records in a manner that safeguards the confidentiality of the information they contain.

In the case where the records are stored within the department, the department should contact the Maintenance department to collect the records

Permanent records

Permanent records should be retained within each relevant department where possible. In the case where permanent records are to be removed to storage, the relevant department is responsible for placing the records in boxes which are clearly identified using the storage label template – Appendix 1. The Maintenance department are responsible for the removal of permanent records to a secure and accessible storage area and must inform the relevant department of the storage location.

Responsibilities

Head of Department / Faculty

It is the responsibility of each Head of Department to:

- Follow the approved retention schedule and categorisation of College records within the department.
- Ensure that appropriate security measures are observed in relation to maintaining, storing and destroying of College records containing personal or other confidential information.

Programme Administrator

It is the responsibility of each Programme Administrator to:

- Prepare College records for storage and retention
- Clearly identify the contents of boxes containing College records

Head of Maintenance

It is the responsibility of the Head of Maintenance to ensure that:

- College records are placed in storage in secure location and are accessible to relevant personnel.
- College records which have been approved to be destroyed are disposed of in a manner that safeguards the confidentiality of the information they contain;
- College records that are permanently retained remain accessible to relevant personnel.

Confidential Classification

This is the identification of the level of confidential information contained within College records.

The following table may be used as guide.

Confidential Classification Guide

This guide provides a framework for classifying and protecting the College's records. It outlines the area of risk in the left column and the adjacent cells show the possible impact of unwanted/unauthorised disclosure for each classification.

Reason for Classification	Strictly Confidential	Confidential	Controlled
Legal Requirement	Protection of data is required by law or regulatory instrument.	College has an obligation to protect the data.	Protection of data is at the discretion of the owner or custodian.
Examples	Student Records Personnel Records Medical records	Information covered by non-disclosure agreements.	Academic statistics
Reputation Protection	Disclosure would cause exceptional or long term damage to the reputation of the College, or risk to those whose information is disclosed.	Could cause harm to the reputation of the College	Low risk of embarrassment or reputational harm.
Examples	Detailed Academic records Sensitive research projects Disciplinary details Examination papers	Research details or results that are not strictly confidential College/faculty evaluation Examination marks.	Information circulated to staff which is not intended as public material. Staff email
Commercially sensitive	May have serious or long term negative financial impact on the College	May have short term financial impact on the College.	
Examples	Certain management information (e.g. pending organisational changes, sensitive negotiation positions) Financial records Papers dealing with commercially sensitive information. Contract information with third parties.	Management decisions Detailed budgets Detailed financial reports Routine financial transactions	Published financial records

Appendix 1 - Storage Label

Department/Faculty			
Box Contents			
Storage Requirement	Semi-active <input type="checkbox"/>	Permanent <input type="checkbox"/>	
Nature of Material	Confidential <input type="checkbox"/>	Normal <input type="checkbox"/>	
Date of Disposal			