

# Hibernia College Quality Framework

## Document Retention Schedule



HIBERNIA  
COLLEGE

## **1 Introduction**

### **1.1 Purpose**

This document details the retention schedule for documents within Hibernia College and specifies their ultimate disposition.

### **1.2 Relationship to the HCQF**

The Personal Data and Records Policy is the relevant policy

## 2 Retention Schedule

<b>Documents/Records</b>	<b>Retention Requirement</b>	<b>Final Disposition – Hard Copy (Where Applicable)</b>	<b>Final Disposition – Soft Copy (Where Applicable)</b>
<b>President's Office</b>			
Board of Directors - minutes of meetings, backup materials, and official correspondence	Permanent	Archive	Archive
General information files containing a wide range of materials pertinent to the operation and interest of the President's office	3 Years	Destroy by confidential shredding	Delete
Strategic plans	Permanent	Archive	Archive
Circular letters and government reports	Permanent	Archive	Archive
<b>Executive Management Team</b>			
Approved minutes of meetings and supporting documentation	Permanent	Archive	Archive
Documents and correspondence relating to litigation or disputes that have been completed or settled	3 Years	Destroy	Delete
<b>Office of the Registrar</b>			
General information files containing a wide range of materials pertinent to the operation and interest of the Registrar's office	3 years	Destroy by confidential shredding	Delete
New programme approvals (internal approval)	Duration of programme + 5 years	Destroy by confidential shredding	Delete

Circular letters and government reports	Permanent	Archive	Archive
Programmatic review/validation panel reports	Permanent	Archive	Archive
Validation/review submission documents	Permanent	Archive	Archive
Approved minutes of meetings and supporting documentation	Permanent	Archive	Archive
Prospectus, student handbooks, graduation booklets, marketing literature	Permanent	Archive	Archive
Intellectual property rights	Permanent	Archive	Archive
Conferring records	Permanent	Archive	Archive
Alumni records	Permanent	Archive	Archive
<b>Academic Board</b>			
Minutes of meetings, backup materials	Permanent	Archive	Archive
General correspondence	3 Years	Destroy by confidential shredding	Delete
<b>Admissions</b>			
Application forms (successful applicants) Supplementary application information	Duration of programme + 1 year	Destroy by confidential shredding	Delete
Application forms and supplementary	Duration of programme + 1 year	Destroy by confidential shredding	Delete
Information (unsuccessful applicants)	1 year from programme start date	Destroy by confidential shredding	Delete
Garda Vetting (Record of Vetting)	Permanent	Archive	Archive
Garda Vetting Batch Information	Duration of programme + 1 year	Destroy by confidential shredding	Delete

<b>Student Records</b>			
Student Record: name, address, date of birth, places of employment, type of employment (industry), prior education.	Permanent	Archive	Archive
Information on next of kin, PPS number, socio-economic background.	Duration of Studies + 1 year	Destroy by confidential shredding	Delete
Forms and evidence submitted by students to academic schools/sub-committees of the Academic Board	Duration of Studies + 1 year	Destroy by confidential shredding	Delete
<b>Awards and Assessments Office</b>			
Examination entries	1 year following the final appeal date	Destroy by confidential shredding	Delete
Past examination papers/assessments (final copy only)	Permanent	Archive	Archive
Examination scripts	1 year following the final appeal date	Destroy by confidential shredding	Delete
Examination results - broadsheets	Permanent	Archive	Archive
Examination results - individual module sheets provided by external and internal examiners	Permanent	Archive	Archive
Examination Appeals documentation	2 years after the student ceases to be a registered student of the College provided no litigation is initiated during that period	Destroy by confidential shredding	Delete

General correspondence	2 years after the student ceases to be a registered student of the College provided no litigation is initiated during that period. for a further 3 months	Destroy by confidential shredding	Delete
External examiner reports Records of exam board meetings Assessment results	Permanent	Archive	Archive
<b>Academic Programmes</b>			
Approved programme schedules	Permanent	Archive	Archive
Order of Council and QQI Validation Certificates	Permanent	Archive	Archive
Timetables and Calendars	Permanent	Archive	Archive
Correspondence, documentation and reports from external bodies	1 Year from final appeal date	Destroy by confidential shredding	Delete
Student attendance records	2 Year from final appeal date	Destroy by confidential shredding	Delete
Tutor attendance: Hardcopy	2 Years from final appeal date	Destroy by confidential shredding	Delete
<b>I.T. Department</b>			
Network account usernames	Maintains record until individual leaves the College, and security copies	Destroy by confidential shredding	Delete

	for a further 3 months		
Internal staff details on e-mail and telephone systems	Maintains record until individual leaves the College, and security copies for a further 3 months	Destroy by confidential shredding	Delete
Helpdesk Support Tickets	Permanent	Archive	Archive
Web proxy logs	Maintains record until individual leaves the College, and security copies for a further 3 months	Destroy by confidential shredding	Delete
<b>Office of the Chief Financial Officer</b>			
Tender documentation	7 years	Destroy by confidential shredding	Delete
Insurance documentation	7 years	Destroy by confidential shredding	Delete
Budget files and correspondence	Permanent	Archive	Archive
Signed financial statements and audit reports	Permanent	Archive	Archive
Final operating programme and budgets	10 years	Destroy by confidential shredding	Delete

Internal audit reports	10 years	Destroy by confidential shredding	Delete
Legal documents and correspondence	Permanent	Archive	Archive
Purchase requisition	7 years	Destroy by confidential shredding	Delete
Purchase orders (copy)	3 years	Destroy by confidential shredding	Delete
Purchase invoices, paid and unpaid (paid are filed per payment run)	7 years	Destroy by confidential shredding	Delete
Schedules of weekly payments Paid expense claim forms Copies of all fee refunds Monthly creditors statements Copy payslips	7 years	Destroy by confidential shredding	Delete
All payroll reports for weekly, monthly and part-time staff	3 Years	Destroy by confidential shredding	Delete
Tax free allowances	Permanent	Archive	Archive
Memos from personnel for payroll calculations	7 years	Destroy by confidential shredding	Delete
P35s and P30s and P60s	7 years	Destroy by confidential shredding	Delete
Deduction forms for staff including monthly list of deductions paid	7 years	Destroy by confidential shredding	Delete
Bank statements	7 years	Destroy by confidential shredding	Delete

Bank correspondence	7 years	Destroy by confidential shredding	Delete
Bank reconciliation records	7 years	Destroy by confidential shredding	Delete
Copies of VAT 3 returns, withholding tax returns and sub-contractors' returns	7 years	Destroy by confidential shredding	Delete
Deposit interest certificates Files on all capital projects Fixed asset files	7 years	Destroy by confidential shredding	Delete
Audit files as prepared for the comptroller and auditor general	7 years	Destroy by confidential shredding	Delete
Monthly governing body financial reports	7 years	Destroy by confidential shredding	Delete
Working files for pay and non-pay expenditure for operating programme budgets	7 years	Destroy by confidential shredding	Delete
Miscellaneous internal budget reports (pay and non-pay)	3 years	Destroy by confidential shredding	Delete
Minutes of meetings relevant to the Finance office and other staff members	3 years	Destroy by confidential shredding	Delete
Copies of financial procedures	Permanent	Archive	Archive
Interim and final financial reports submitted to awarding bodies	7 years	Destroy by confidential shredding	Delete
Accumulate surplus and commitments reports	7 years	Destroy by confidential shredding	Delete
Financial reports for student assistance and disability reports	7 years	Destroy by confidential shredding	Delete



Creditors' records	3 years	Destroy by confidential shredding	Delete
Creditors' Statements (once reconciled with balances)	3 months	Destroy by confidential shredding	Delete
Copy payslips: keep them only for as long as required by Inspector of Taxes	7 years	Destroy by confidential shredding	Delete
Examination claim sheets for the correction of scripts	7 years	Destroy by confidential shredding	Delete
Staff expenses	7 years	Destroy by confidential shredding	Delete
Part-time hours	7 years	Destroy by confidential shredding	Delete
<b>Human Resources</b>			
Equal Opportunities Policy	Permanent	Archive	Archive
Personal records - employment history, qualifications, training, salary increments, appointment and termination details, medical certificates, leave of absence, birth certificates, staff development	Permanent	Archive	Archive
Application forms and any other documentation in respect of applicants who are not offered positions	12 months post completion of recruitment process	Destroy by confidential shredding?	Delete
Copy of public advertisement, schedule of interviews, short-listing criteria and recruitment screening form	12 months post completion of recruitment process	Destroy by confidential shredding	Delete
Administration - staff structures, letters, circulars, pay scales	Permanent	Archive	Archive
Health & safety within the institute	Permanent	Archive	Archive

Staff training records	Permanent	Archive	Archive
Staff lists, addresses and contact numbers	Duration of employment and updated on an ongoing basis	Destroy by confidential shredding	Delete
General Correspondence	3 Years	Destroy by confidential shredding	Delete

### 3 Document Control

Document Title	Document Retention Schedule		
Author	Records and Data Manager		
Version	1.0	Adoption Date	August 2018
Expected Review Date	August 2019		
Related Guidelines			
Related Policy	Personal Data and Records Policy		
Other related documents			