UCD Records Management and Freedom of Information

Aonad Bainistíochta Taifead & Saoráil Faisnéise UCD

College and School Records Retention Schedule
General Guidelines- This retention schedule relates will be reviewed periodically in light of experience and any legal or other relevant indications.
Approved May 2003

General classes of records held by university colleges and schools	Description of contents	Default retention period: This is the suggested time period for which these records should be held based on legal precedence and experience elsewhere	Final disposition: After the retention period expires the records should be archived or shredded.
ADMINISTRATIVE			
College/school minutes	Signed copy of minutes of each meeting	Indefinitely	Archive
College/school department meetings files (file per meeting consolidated into yearly file at end of year)	Agenda, minutes, items under correspondence, documents relating to agenda items i.e. reports	Indefinitely	Archive
College/school Executive meetings files (file per meeting consolidated into yearly file at end of year)	Agenda, signed minutes, items under correspondence, relating to agenda items i.e. reports	Indefinitely	Archive
College/school standing Committees, Sub-	Agenda, minutes, reports, list of	Indefinitely	Archive

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Committees and Task Forces (student development, postgraduate studies, research policy, staff development, ethics, structures, promotions, etc)	recommended applicants		
Committees- College/school representation only	Agendas, minutes etc.	Hold for the current year plus one year	Destroy by confidential shredding
Academic Council	Recommendation from College/School to Academic Council and copy decisions	Hold for the current year plus one year	Destroy by confidential shredding
Reports not produced by College/school	Copies only	Hold for the current year	Destroy by confidential shredding
Student societies	Correspondence and liaison	Hold for the current year	Destroy by confidential shredding
External liaison	Correspondence with accreditation bodies and others	Indefinitely	Archive
FINANCIAL			
Financial - Budgets file (originals) (file per year)	Details of College/school budget documents , notes on meetings with bursar, revenue figures for college	Hold for current year plus 6 years	Destroy by confidential shredding
Financial - Staffing file (original)	Annual details of staffing in schools, notes on duration of contracts, lists of salary costs, details of replacement	Hold for current year plus 6 years	Destroy by confidential shredding
Financial - School costings	Spreadsheet showing school expenses	Hold for current year plus 1 year	Destroy by confidential shredding
Financial - Invoices		Hold for current	Destroy by confidential

		year plus 1 year	shredding
STUDENT RECORDS			
Correspondence with external examiners	Organising appointments, etc.	Hold for current year plus 3 years	Destroy by confidential shredding
Meetings with external examiners	Discussion	Hold for current year plus 3 years	Destroy by confidential shredding
Amendment to marks and published results		Hold for current year plus 3 years	Destroy by confidential shredding
Appeals files/query/ rechecks	Copies of examination appeals files held in Examination Appeals Office	Hold for current year plus 3 years	Destroy by confidential shredding
Examination scripts		Hold for 13 months	Destroy by confidential shredding
Student files (Academic files)	May contain material not held centrally, such as placement record/references, medical/sick certificates, extenuating circumstances forms etc.	Hold for duration of studies plus 3 years	Destroy by confidential shredding
Correspondence with students	General/mature years/disability/access/ undergraduate/ postgraduate/ Socrates/ Erasmus, etc.	Hold for duration of studies plus 3 years	Destroy by confidential shredding
Postgraduate files	Individual files for each student (applications, transcripts, references, letters of support from Professors, letter	Appraise after duration of studies plus 2 years and	Destroy by confidential shredding or Archive

	nominating supervisor, thesis proposals, etc.)	retain on file only documents relating to academic history not held centrally	
Undergraduate files	Request for extensions, information on courses, leave of absence, deferral, transfer, re-entry, etc.	Hold for duration of studies plus 3 years	Destroy by confidential shredding
STAFF RECORDS			
Timetables and correspondence (copies)		Hold for the current year plus one year	Destroy by confidential shredding
Staff requests for research leave (copies)	copies of leave of absence forms signed by the Dean	Hold for the current year plus one year	Destroy by confidential shredding
Staff promotion files (Admin/SL/AP) (copies)	schedule, arrangements, applications, copy of list of externs recommended for each candidate, decision on each applicant - primary record held by HR	Hold for the current year plus one year	Destroy by confidential shredding
PUBLICATIONS			
Publications -Annual report/college		Hold for one year	Destroy by confidential shredding
Publications - school booklet/course handbook/exam papers	lecture notes - originals kept - permanent	Hold for one year	Destroy by confidential shredding
GENERAL			
General correspondence (requests for Dean to speak	all generalised non-specific	Hold for one year	Destroy by confidential

to societies, requests for funding, complaints, etc.)	correspondence		shredding

Important Note:
All of the records listed below should be organised by function. When organised in other ways they can be difficult to appraise.

Correspondence with University Officers and with administrative offices (Presidents/Registrar/Bursar/ Admissions/Fees and Grants, etc.)	concerning appointments, students, fees, scholarships, etc.		Appraise any backlog and commence new records series by function
Correspondence with Principal of Schools and all staff	mostly concerning meetings of principals, including minutes		Appraise any backlog and commence new records series by function
Vice-Principal's correspondence			Appraise any backlog and commence new records series by function
Routine correspondence with other administrative offices (President/Registrar/Bursar/ Admissions/Fees and Grants/International office, etc.)	Expenses, supplies etc		Appraise any backlog and commence new records series by function
Financial - negotiations	Fees, cost of new courses, financial implications of new courses, staffing, etc.		Appraise any backlog and commence new records series by function