	Data Set Academic - School of Health & Science	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Continuous assessment results	Computer File	Soft	Banner	Lecturer	School Office Supervisor	Permanent	Head of Department	Confidential Data
3	Non-pay budget details (stored centrally on Agresso)	Computer File	Soft	Agresso	Administrator	Administrator	7 years	Head of Department / Administrator	Confidential Data
4	Student Results Records/Broadsheets	Forms	Hard	Lever Arch Files on Shelf in Main Office	Administrator	N/A	Permanently	Head of Department	Confidential Data
5	Moodle content generation	Computer File	Soft	Moodle	Lecturer	Lecturer	3 years	Lecturer	Public Data
6	Staff lists, addresses and contact numbers	Note Book	Hard	Desk Drawers	Administrator	Administrator	Duration of employment and updated on ongoing basis	Administrators	Internal use
7	Correspondence, documentation and reports from Relevant bodies	Computer File or Letters	Soft + Hard	S Drive or Lever Arch Files	Administration Staff	NA	5 Years	Head of Department	Internal use
8	NCEA/HETAC/QQI Programmatic Review documents	Computer File - Banner	Soft	Banner	Lecturer	Lecturer	Permanently	Head of Deparatment	Internal use
9	Approved Course Submission Documents	Computer File or Letters	Soft + Hard	Lever Arch Files on Shelf in Main Office		Administrator	Permanently	Head of Department	Internal use
10	Student Application forms - Copies	Computer File or Letters	Soft + Hard	Lever Arch Files on Shelf in Main Office	Students	Administrator	Duration of the programme	Head of Department	Confidential Data
11	White sheets Results	Computer File	Soft + Hard	Banner	Lecturer	Lecturer	Duration of Programme	Head of Department	Confidential Data
12	Exam papers and marking schemes/model answers	Computer File	Soft	Truekrupt - Online Storage for Exam Papers (See Note below)	Lecturer	Lecturer	5 Years	Head of Department	Internal use
13	Minutes of meetings - Course Boards, Senior Management of the School	Forms	Soft + Hard	Shared Hard Drive on Computer - Access to files for staff and heads of departments	Administrator	Administrator / HOS	5 Years	Head of Department	Internal use
14	Financial and Budgetary Information	Computer Programme	Soft	Agresso - Each Head of Department has their own budgets	Heads of Departments	Head of Department	7 years	Head of Department	Confidential Data
15	Staff Expense claim Documentation	Forms	Hard	Each Head of Department has expenses documents - Lever Arch Files	Heads of Departments	Head of Department	7years	Head of Department	Confidential Data
16	Part-time teaching hours records	Forms	Hard	Hours loaded onto CORE, copy kept in Administrators Office	PT Lecturer	NA	7 years	Head of Department	Internal use
17	Timetables	Forms	Hard	Created and Stored on Syllabus H. HODs keep records of staff timetable and asignments	Lecturer + Head of Department	Head of Department	7 years	Head of Department	Internal use
18	Health & Safety Manuals	Forms	Hard + Soft	Records for Functional Areas HOS and S Drive	Download	NA	7 years	Head of Department	Internal use
19	Safe Work Practice sheets (SWP)	Forms	Soft	Shared Hard Drive on Computer - Access to files for staff and heads of departments	Download	NA	Until replaced/superseded	Head of Department	Internal use
20	Diaries	Diary	Soft	Desk Drawers	Administrator	NA	All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should be filed appropriately.	Administrators	Internal use
21	General Correspondence	Emails - Letters (Mainly Emails)	Soft	S Drive or Lever Arch Files	Corrospondee	NA	3 years	Administrators	Internal use
22	General Correspondence for all areas	Emails - Letters (Mainly Emails)	Soft	S Drive or Lever Arch Files	Corrospondee	NA	3 years	Administrators	Internal use
23	Examination Answer Books	Forms	Hard	Banner +Storage Room beside Main Office - Kept locked at all times	NA	NA	Until conclusion of appeals process	Head of Department	Confidential Data
24									
25									
26									
27									
28									
29									
30	Staff Lists: Each Adminsitrator hold contact numbers for each Lecturer should they need to be reached. No personal details kept these are kept in the HR Department.								
31	Application Forms: Originals kept in Admissions office, only copies kept in Administration Office for duration of programme then moved to storage for 3-5 years								
32	Staff Expenses: Expenses are sent to Payroll and submitted to CORE for payment. A copy of expense claim forms are kept on Lever Arch File in Administration Office.								

	Data Set Academic School of Informatics & Creative Media	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Continuous assessment results	Form/Banner	Soft +Hard	Banner + Lever Arch Files on Shelf in Main Office	Lecturer	Administration Staff	Permanent	Administration Staff	Confidential Data
3	Student Results Records/Broadsheets	Form	Hard	Lever Arch Files on Shelf in Main Office	Lecturer	Administration Staff	Permanently	Lecturer/Admin Staff	Confidential Data
4	Approved Course Submission Documents	Form	Hard	Lever Arch Files on Shelf in Main Office	Administration Staff	Administration Staff	Permanently	Administration Staff	Internal use
5	Moodle content generation	Computer Programme	Soft	Computer	Lecturer	Lecturer	3 years	Lecturer	Public Data
6	Staff lists, addresses and contact numbers	Book - Lecturers Names and Phone numbers kept for Contact reasons only. HR has Personel Files on Lecturers	Hard	Desk Drawer	Administration Staff	Administration Staff	Duration of employment and updated on ongoing basis	Administrators	Internal use
7	Correspondence, documentation and reports from relevant professional Bodies	Forms	Hard + Soft	Shared Hard Drive on Computer - Access to files for staff and heads of departments or Hard copies in Lever Arch File	Administration Staff	n/a	5 Years	Administrator	Internal use
8	NCEA/HETAC/QQI Programmatic Review documents	Banner	Soft	Computer File	Lecturer	Lecturer	Permanently	Lecturer	Internal use
9	Student Application forms - Copies	Form	Hard	Lever Arch Files on Shelf in Main Office	Originals held in Admissons Office	NA	Duration of Programme	Admissions Office	Confidential Data
10	White Sheets - Results	Forms	Hard	Lectureres	Lecturer	Lecturer	Duration of Programme or as long as exam answer books	Lecturer	Confidential Data
11	Exam papers and marking schemes/model answers	Forms	Soft +Hard	Truekrupt - Online Storage for Exam Papers	Lecturer	Lecturer	5 years		Internal use
12	Minutes of meetings - Course Boards, Senior Management of the School	Forms	Soft +Hard	Shared Hard Drive on Computer - Access to files for staff and heads of departments	Administration Staff	Administration Staff / HOD	5 Years	Department Heads	Internal use
13	Financial and Budgetary Information (Stored Centrally on Agresso)	Computer Programme	Soft	Agresso - Each Head of Department has their own budgets	Heads of Departments	Head of Department	7 years	Head of Department	Confidential Data
14	Staff Expenses Claim Documentation	Forms	Hard	Each Head of Department has expenses documents - Lever Arch Files	Heads of Departments	Head of Department	7years	Head of Department	Confidential Data
15	Part-time teaching hours records	Forms	Hard	Hours loaded onto CORE, copy kept in Administrators Office	PT Lecturer	Administrator or PT Lecturer	7 years	Administrator	Internal use
16	Health & Safety Manuals	Form	Soft	Computer File	Standard Manual	N/A	7 years	Department	Internal use
17	Safe Work Practice sheets (SWP)	Form	Soft	Computer File	Standard Manual	N/A	Until replaced/superseded	Head of Department	Internal use
18	Diaries	Diaries	Hard	Each Administrator has own Diary	N/A	N/A	All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should be filed appropriately.	Administrator	Internal use
19	General Correspondence	Letters + Emails	Soft +Hard	S Drive or Hard Copies in Lever Arch File on Shelf in Main Office	Administration Staff	N/A	3 years	Administration Staff	Internal use
20	General Correspondence for all areas	Letters + Emails	Soft +Hard	S Drive or Hard Copies in Lever Arch File on Shelf in Main Office	Administration Staff	N/A	3 years	Administration Staff	Internal use
21	Examination Answer Books	Forms	Hard	Banner +Storage Room beside Main Office - Kept locked at all times	NA	N/A	Until conclusion of appeals process	Administration Staff	Confidential Data
22	Continuous Assessment Material	Form / Banner	Soft + Hard	Banner + Lever Arch Files on Shelf in Main Office	Lecturer	N/A	Until conclusion of appeals process	Administration Staff	Confidential Data
23									
24									
25									
26									
27									
28									
29									
30	Banner: Computerised Systems								
31									
32	Staff Expenses: Each head of department has their own expenses. Claim form and reciepts sent over to payroll for processing and payment. Each head of department keeps copies in lever arch file								
33	Timetables: Each Lecturer would keep their own records re timetables.								
34	Part time Teaching Records: Ammending is NA as once they are sent in they are checked to make sure there is no error before they are loaded on to CORE								

	Data Set - Academic School of Business & Humanities)	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Continuous assessment results	Forms	Hard	Boxes - Filed on Shelves	Lecturer	Lecturer	Permanent	Lecturer /HOD	Confidential Data
3	Student Results Records	Forms	Hard & Soft	Boxes - Filed on Shelves & BANNER	Lecturer	Lecturer / Admin/ HOD	Permanently	Lecturer/HOD	Confidential Data
4	Moodle content generation	Computer Programme	Soft	Computer / Moodle	Lecturer	Lecturer / Technician	3 years	Lecturer	Public Data
5	Staff lists, addresses and contact numbers	Book	Hard	Desk Drawer	Administrator	Administrator	Duration of employment and updated on ongoing basis	Administrator	Internal use
6	Correspondence, documentation and reports from relevant professional Bodies	Forms / Emails	Soft + Hard	Files on S Drive or Lever Arch on Shelf	Administrator /HOD	Administrator/ HOD	5 Years	Administrator/HOD	Internal use
7	NCEA/HETAC/QQI Programmatic Review documents	Manual & Banner	Soft	Computer file & BANNER	Lecturer	Lecturer	Permanently	Lecturer/HOD	Internal use
8	Approved Course Submission Documents	Forms	Hard	Files In Lever Arch Files	Administrator	Administrator	Permanently	HOD	Internal use
9	Student Application forms - Copies	Form	Hard	Lever Arch Files - Administration Office	Students- Originals held in Admissions Office	n/a	Duration of the programme	Admissions Office	Confidential Data
10	White Sheets - Results	Forms & BANNER	Hard + Soft	Lever Arch Files - Admin Office & BANNER	Lecturers	Lecturers	Duration of Programme	HOD	Confidential Data
11	Exam papers and marking schemes/model answers	Forms	Soft +Hard	Truekrupt - Online Storage for Exam Papers (See Note below)	Lecturer	Lecturer	5 Years	Administrator/HOD	Internal use
12	School publications	General	Hard +Soft	Computer	Administrator/HOD/Lecturer	n/a	Permanently	Department Heads	Public Data
13	Minutes of meetings - Course Boards, Senior Management of the School	Forms	Soft + Hard	Shared Hard Drive on Computer - Access to files for staff and heads of departments	Administration Staff	Administration Staff/HOD	5 Years	Department Heads	Internal use
14	Financial and Budgetary Information (Stored Centrally on Agresso)	Computer Programme	Soft	Agresso - Each Head of Department has their own budgets	HOD	HOD	7 years	HOD	Confidential Data
15	Staff Expenses Claim Documentation	Forms	Hard + Soft	Each Head of Department has expenses documents - Lever Arch Files also kept on CORE	Staff Making Claim	Administrator & staff member	7years	Administration Staff	Confidential Data
16	Part-time teaching hours records	Forms	Hard	Hours loaded onto CORE, copy kept with each Administrator per HOD	Each Lecturer submits Hours worked.	Administrator	7 years	Administrator/HOD	Internal use
17	Timetables	Computer Programme	Soft	Computer	HOD/Timetabling Office	HOD / Administrator	7 years	Administrator/HOD	Internal use
18	Health & Safety Manuals	Form	Soft	Computer File	Standard Manual	N/A	7 years	Department	Internal use
19	Safe Work Practice sheets (SWP)	Form	Soft	Computer File	Standard Manual	NA	Until replaced/superseded	NA	Internal use
20	Diaries	Manual & Outlook	Soft + Hard	Computer + Desk	Individuals	Individuals	All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should be filed appropriately.	Staff member concerned	Internal use
21	General Correspondence	Letters + Emails	Soft +Hard	S Drive or Hard Copies in Lever Arch File on Shelf in Main Office	Administration Staff	N/A	3 years	Administration Staff	Internal use
22	General Correspondence for all areas	Letters + Emails	Soft +Hard	S Drive or Hard Copies in Lever Arch File on Shelf in Main Office	Administration Staff	NA	3 years	Administration Staff	Internal use
23									
24									
25									
26	Staff Lists Addresses and Contact Nos: Each Administrator has contact details for Lecturer ie phone numbers. Detailed files of Lecturers and Staff in HR								
27									
28	Note: Each HOD has his/her own Administrator. Each Administrator has own files relating to Department, Corrospondence wit Prof Bodies, Copies of Student Applications,copies of PT Lecturers payments after loaded to CORE								
29									
30	Staff Expenses: Administrator has copies from each claim for their Department, Lever Arch Files. Claim form and reciepts sent over to payroll for processing and payment.								
31									
32	Lecturers have details of their own Timetables. Admin staff will have access to Lecturers timetables also. Retained on Syllabus								
33									
34									
35	Exam answer books box filed each August and transferred to Carrolls Building.								

	Data Set - Academic School of Engineering	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Continuous assessment results	Computer Programme	Soft	Banner	Lecturers	Lecturers	Permanent	Head of School	Confidential Data
3	Non-pay budget details	Computer Programme	Soft	Agresso	HOS / School Office Supervisor	Finance Staff	7 years	Head of School	Confidential Data
4	Student Results Records	Computer Programme	Soft	Banner	Lecturers	Lecturers	Permanently	Head of School	Confidential Data
5	Moodle content generation	Computer Programme	Soft	Moodle	Lecturers	Lecturers	3 years	Head of School	Public Data
6	Staff lists, addresses and contact numbers	Note Book	Hard	Desk Drawer	Administrator	Administrator	Duration of Employment and Updated on Ongoing Basis	Administrator	Internal use
7	Correspondence, documentation and reports from relevant professional Bodies	Emails	Hard	S Drive	Administrator	Administrator	5 Years	Head of School	Internal use
8	NCEA/HETAC/QQI Programmatic Review documents	Manual	Hard + Soft	Admin Office	Administrator	Administrator	Permanently	Head of School	Internal use
9	Approved Course Submission Documents	Forms	Soft	HOS and S Drive	NA	NA	Permanently	Head of School	Internal use
10	Student Application forms - Copies	Forms	Soft	Lever Arch Files on Shelves	NA	NA	Duration of the programme	Admissions Office	Confidential Data
11	White Sheets - Results	Computer Programme	Soft	Banner	NA	NA	Duration of Programme or as long as exam answer books	Head of School	Confidential Data
12	Exam papers and marking schemes/model answers	Forms	Soft +Hard	Truekrupt - Online Storage for Exam Papers (See Note below)	Lecturer		5 Years	Head of School	Internal use
13	School publications	General	Hard	Admin Office	various	n/a	Permanently	Admin Office	Public Data
14	Minutes of meetings - Course Boards, Senior Management of the School	Forms	Soft +Hard	Shared Hard Drive on Computer - Access to files for staff and heads of departments	Administration Staff	Administrator	5 Years	Head of School	Internal use
15	Financial and Budgetary Information	Computer Programme	Soft	Agresso	Administrator/Finance	Administrator/Finance	7 years	Finance	Confidential Data
16	Staff Expenses Claim Documentation	Forms	Hard	Payment is submitted to CORE for Payment. Administrator has copies only	Staff submitting Claim	NA	7years	Payroll Department	Confidential Data
17	Part-time teaching hours records	Forms	Hard	Hours loaded onto CORE, copy kept in Administrators Office	PT Lecturer & Administrator	NA	7 years	Head of School	Internal use
18	Timetables	Computer Programme	Soft	See Below	See Below		7 years	Head of School	Internal use
19	Health & Safety Manuals	Manual	Hard	Head of School and S Drive	Standard Manual	NA	7 years	Head of School	Internal use
20	Safe Work Practice sheets (SWP)	Manual	Soft + Hard	Head of School and S Drive	Standard Manual	NA	Until replaced/superseded	Head of School	Internal use
21	Diaries	Diaries	Hard + Soft	Desk Drawer + Outlook	Individuals	Individuals	All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should be filed appropriately.	Various	Internal use
22	General Correspondence for all areas	Forms	Soft	Emails used for correspondence	Correspondee	NA	3 years	Administrator/ School Office	Internal use
23	Records of FAS Apprentice Examination Results	Forms	Soft + Hard	Lever Arch Files on Shelves + Computer	Lecturer	Lecturers	Permanently	Administrator/ School Office	Confidential Data
24	Records of FAS Apprentice Examination Board Meetings	Forms	Soft + Hard	Lever Arch Files on Shelves + Computer	Lecturer	Lecturers	Permanently	Administrator/ School Office	Confidential Data
25	Records of FAS Apprentice Registration Data	Forms	Soft + Hard	Lever Arch Files on Shelves + Computer	Lecturer	Lecturers	Permanently	Administrator/ School Office	Confidential Data
26	Records of FAS Apprentice Examination Schedules	Forms	Hard	Lever Arch Files on Shelves	Lecturer	Lecturers	3 years	Administrator/ School Office	Confidential Data
27	Records of FAS Apprentice Quality Assurance Reports	Forms	Soft + Hard	Lever Arch Files on Shelves + Computer	Lecturer	Lecturers	3 years	Administrator/ School Office	Confidential Data
28	Examination Answer Books	Computer Programme	Soft	Banner	NA	NA	Until conclusion of appeals process	Head of School	Confidential Data
29	Continuous Assessment Material	Computer Programme	Soft	Banner	Lecturer	Lecturers	Until conclusion of appeals process	Head of School	Confidential Data
30									

	A	B	C	D	E	F	G	H	I
31	Staff Lists: Primarily a HR Function, lecturers numbers kept for local/internal use only								
32	Student Application Forms: Primarily an Admissions Office Function. Copies kept for our local use but not originals								
33	Timetables: Created and Stored locally on "Syllabus+" HODs will keep records of staff allocations and asignments.								

	A	B	C	D	E	F	G	H	I
1	**Data Set Finance Office**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Purchase requisition	Form - Email	Soft +Hard	Computer - Finance Office	Pocurment	Pocurment	15 years	Secretary/Financial controller	Confidential Data
3	Completed GRN	Form - Email	Soft +Hard	Computer - Finance Office	Supplier	Supplier	15 years	Secretary/Financial controller	Confidential Data
4	Delivery Dockets	Online + Form	Soft +Hard	Finance Office	Supplier	Supplier	15 years	Secretary/Financial controller	Confidential Data
5	Quotes and Tenders	Online + Form	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
6	Purchase orders (copies and online)	Online + Form	Soft +Hard	Finance Office	Finance office	Finance Office	2 years	Secretary/Financial controller	Confidential Data
7	Purchase invoices	Form - Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
8	Copies of weekly Creditor payment runs - Cheque and EFT runs.	Form - Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
9	Creditor Tax Calculations	Form	Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
10	Prompt payment interest calculations completed online	NA					15 years	Secretary/Financial controller	Confidential Data
11	Monthly creditors statements	Form	Hard	Finance Office	Supplier	NA	3 months	Secretary/Financial controller	Confidential Data
12	Tax Clearance Certificates	Hard + Email	Soft +Hard	Finance Office	Revenue	NA	15 years	Secretary/Financial controller	Confidential Data
13	Bank transfer forms (paid)	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
14	Cancelled cheque file	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
15	Bank statements	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
16	Bank correspondence	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	7 years	Secretary/Financial controller	Confidential Data
17	Bank reconciliation records	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	7 years	Secretary/Financial controller	Confidential Data
18	Correspondence from Dept of Education re all E.F.T transfers	NA					7 years	Secretary/Financial controller	Confidential Data
19	Quarterly cashflows as submitted to the HEA	NA					7 years	Secretary/Financial controller	Confidential Data
20	Copies of Vat 3 returns	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
21	Withholding Tax Returns	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
22	Intrastat Returns	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
23	Deposit interest certificates	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	7 years	Secretary/Financial controller	Confidential Data
24	Files on all capital projects.	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	Permanently	Secretary/Financial controller	Confidential Data
25	Fixed asset files	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
26	Audit files as prepared for the Comptroller and Auditor General	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	Permanent	Secretary/Financial controller	Confidential Data
27	Monthly Governing Body financial reports	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	Permanent	Secretary/Financial controller	Confidential Data
28	Monthly Finance & Audit Committee financial reports	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	Permanent	Secretary/Financial controller	Confidential Data
29	Working files for pay and non- pay expenditure for operating programme budgets	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	5 years	Secretary/Financial controller	Confidential Data
30	E.S.F. returns	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	7 years	Secretary/Financial controller	Confidential Data
31	Uniot Costing reports	NA					8 years	Secretary/Financial controller	Confidential Data
32	Monitoring reports	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	7 years	Secretary/Financial controller	Confidential Data
33	Miscellaneous Internal budget reports (pay and non-pay)	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	3 years	Secretary/Financial controller	Confidential Data
34	All financial claims re Tuition Fees, Student Contribution, Maintenance Grant, Nursing fees, Apprentices fees, Failte Ireland fees	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	7 years	Secretary/Financial controller	Confidential Data
35	All financial Claims Re: Student Contribution	NA							
36	All Financial Claims Re: Maintenance Grants	NA							
37	All Financial Claims Re: Nursing Fees	NA							
38	All Financail Claims Re: Apprentice Fees	NA							
39	All Financial Claims Re: Failte Ireland Fees	NA							
40	Minutes of meetings relevant to the Finance office and other staff members	Hard + Email	Soft +Hard	Administrator Office	Administrator	Administrator	5 years	Secretary/Financial controller	Confidential Data
41	Copies of financial procedures	Hard + Email	Soft +Hard	Administrator Office	Administrator	Administrator	Permanent	Secretary/Financial controller	Confidential Data
42	Interim and final financial reports submitted to awarding bodies	Hard + Email	Soft +Hard	Administrator Office	Administrator	Administrator	15 years	Secretary/Financial controller	Confidential Data
43	Accumulate Surplus and commitments reports	Hard + Email	Soft +Hard	Administrator Office	Administrator	Administrator	7 years	Secretary/Financial controller	Confidential Data
44	Financial reports for student assistance and disability reports.	Admissions reference	Soft +Hard	Finance Office	Administrator	n/a	15 years	Secretary/Financial controller	Confidential Data
45	Creditors records - set up forms, amendment forms	Hard + Email	Soft +Hard	Finance Office	Finance office	Finance Office	15 years	Secretary/Financial controller	Confidential Data
46	Creditors Statements (once reconciled with balances)	Hard	Soft +Hard	Finance Office	Finance office	Finance Office	2 years	Secretary/Financial controller	Confidential Data
47									
48	Older Invoices stored in PJ Carrolss								

	A	B	C	D	E	F	G	H	I
1	**Data Set (Human Resources)**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Personal Records - employment history, qualifications, training, salary increments, appointment details, medical certificates, leave of absence, birth certificates, staff development, etc.	Forms	Hard	All information held in Personal File. Stored in Firestrong Filing Cabinet in HR Mangers Office.	Information given to HR Officer, HR Officer creates Personel File.	HR Officer	Permanently	HR Officer	Confidential Data
3	Application forms and any other documentation in respect of applicants who are not offered positions	Form	Hard	Boxed, stored in Locked cabinet. Key kept in HR Office. Archived in Secure Arhieve Storage Room. Key held in HR Office	Applicants give information to HR Officer, HR Officer creates file.	HR Officer	1 year from the date received	HR Officer	Confidential Data
4	Copy of public advertisement, schedule of Interviews, shortlisting criteria and recruitment screening form	Form / email	Hard / Soft	Filed in Interview File. Boxed + stored in Locked cabinet. Key kept in HR Office. Archived in Secure Arhieve Storage Room. Key	HR Officer	HR Officer	3 years	HR Officer	Confidential Data
5	Administration - staff structures, pay scales, allowances from the Department of Education and Science	Forms	Soft	Kept on Record on CORE Personal Computer System. Only HR Staff have access to HR	HR Officer	HR Officer	Permanently	HR Officer	Confidential Data
6	Administration - Letters, Circulars.	Forms + Emails	Soft + Hard	Letters and Circulars arrive to Presidents Office and then dispersed to relevant	NA	NA	1 year from the date received	Appropriate Department	
7	Superannuation - Certificates of Service, department returns, superannuation schemes, salary details, benefit statements	Forms	Hard	S Drive - Access on ly to HR Personell			Permanently		Confidential Data
8	Training Requests from Staff or Managers	Forms + Emails	Soft + Hard	Current Files in HR Office in Secure and Locked filng Cabinet; Archieved to HR Secure File	Request sent in by Individual or Manger	HR Officer	5 Years	HR Officer	Confidential Data
9	Payment for Training	Forms or Emails	Soft + Hard	Copy of Request for Payment (once Approved)sent on to payroll for Payment	NA	HR Officer + Payroll Staff	5 Years	HR Office and Payroll	Confidential Data
10	FOI Requests	Forms +Emails	Soft + Hard	Secure Filing Cabinet in HR Office: Archieved to Secure HR Filing Room, key kept in HR	Requestor	HR Officer	Permanently	HR Office	Confidential Data
11	Suite of HR policies e.g. Equal Opportunities policy, Dignity policy etc.	Forms + Emails	Soft + Hard	Shared Drive: 'S' Drive. Also on DkIT website under DkIT Policies	HR Manager (Ger O Driscoll)	HR Manager (Ger O Driscoll)	Permanently	HR Manager (Ger O Driscoll)	Confidential Data
12	Data Protection	Forms + Emails	Soft + Hard						
13	Fees Assistance Programme	Forms + Emails	Soft + Hard	Requests for Assistance for Employee Training. Up to 75%. Filed in Lever Arch in Secure Filing Cabinet in HR Office. Copy sent to	Requestor	HR Officer	5 Years	HR Office	Confidential Data
14	Pension documentation	Letters,Forms, Emails	Soft + Hard	Personal file and CORE Software	Pensions Administrator	HR Officer	Permanently	HR Office	Confidential Data
15	CSO/Statistical reports						Permanently		Confidential Data
16	Documentation regarding litigation or dispute with staff member	Forms	Hard	Compliant kept on Personal File, Stored in Secure Filing Cabinet in HR Managers Office	Person who is making Compliant	HR Officer	Permanently	HR Office	Confidential Data
17	Time and Attendance of Employees	Compter Programme	Soft - Core	CORE Software	Each Staff member Uses ID Card to record time and attendance	HR Officer	5 Years	HR Office	Confidential Data
18	Sick Leave	Forms	Hard	CORE Software + Hard copy kept on File in HR Office	Sick Cert made out by doctor and sent in by employee	Doctor	Permanently	HR Office	Confidential Data
19	Maternity Leave	Forms	Hard + Soft	CORE Software + Copy kept on Personel File	Employee requesting Maternity	Employee	Permanently	HR Office	Confidential Data
20	Shorter Working Week/Year	Letter submitted to HR Department requesting shorter working week/Year	Hard + Soft	Original kept on Personal File; HR Officer to laise with Payroll dept to ensure adjustment made to wages.	Employee requesting Shorter working week/Year	Employee	Permanently	HR Office	Confidential Data
21	Parental Leave	Letter submitted to HR Depart. Requesting parental Leave	Hard + Soft	Original Kept on Personel File + Core Payroll ammended accordinly	Employee requesting Parental Leave	Employee	Permanently	HR Office	Confidential Data
22	Garda Vetting Forms Staff	Forms	Hard + Soft	Personnel File storage cabinets	Employee supplies completed form	HR	Permanently	HR	Confidential Data
23	Garda Vetting Forms Students	Forms	Hard + Soft	Student Services/ Placement Officers	Students supply completed form	HR	Permanently while student registered	HR	Confidential Data
24									
25									
26	**Training Request:** from Individual Staff member or Managers: Staff or Mangers may go on Training Courses to improve work skills, updates on new legislation introduced etc..								
27	Training Course maybe in a Professional or Personal Capacity.								
28	1. **Sick Leave**: Employee sends in Sick Cert to HR Office to notify HR Department of Sick Leave								
29	2. HR Officer makes photocopy of Cert and Sends original onto Social Welfare Office								
30	3.HR Officer gives copy to Payroll so they can use nessecary information to ammended CORE Payroll and ensure employee recieves payment								
31	4. HR Officer keeps copy of sick cert in Filing Box which is stored in HR Office								
32									
33	1.**Maternity Leave**: Employee notifies HR Department of intended time to be taken for Maternity Leave no later than 4 weeks before date of leave.								
34	2. Employee fills out Social Welfare Maternity Leave form. This is signed by her doctor at 24 weeks of pregnancy.								
35	3. Employee gives form in to HR office and HR office copies and sends original to Social Welfare Office. Copy is put on Employees personel file.								
36									
37	**Personal Files:** These are kept in a securely locked filing cabinet in the HR Managers Office which is locked when not in use.								

	Data Set (Payroll)	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Paid expense claim forms	Forms	Soft	Lever Arch Files / CORE		NA	Permanently	Secretary /Financial Controller	Confidential Data
3	Copies of all fee refunds	NA	Na	Na	Na	Na	Permanently	Secretary /Financial Controller	Confidential Data
4	Copy payslips	Computer File	Soft	CORE Payroll	Automatic	NA	Permanently	Secretary /Financial Controller	Confidential Data
5	All payroll reports for monthly and part-time staff.	Computer File	Soft	CORE Payroll	Created by CORE	NA	Permanently	Secretary /Financial Controller	Confidential Data
6	Tax free allowances (disc)	Email	Soft	ROS Online Copy	NA	NA	Permanently	Secretary /Financial Controller	Confidential Data
7	Memos from personnel for payroll calculations	Email	Soft	Email	NA	Payroll Administrator	Permanently	Secretary /Financial Controller	Confidential Data
8	P35s and P30s and P60's	Computer File	Soft	ROS Online Copy	Report Created by Adm	NA	Permanently	Secretary /Financial Controller	Confidential Data
9	Deduction forms for staff including monthly list of deductions paid over	Computer File	Soft	S Drive and Lever Arch Files on	Payroll Administrator	Payroll Administrator	Permanently	Secretary /Financial Controller	Confidential Data
10									
11									
12	Tax free allow: Revenue Information								

	A	B	C	D	E	F	G	H
1	**Data Set (Secretary/Financial Controller)**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Tender Documentation (may be commercially sensitive)	Soft + Hard Copy	Leaver Arch folder kept in Fin Controllers Office	Whoever is submitting Tender	Na	15 years	Financial Controller	Confidential Data
3	Insurance documentation	Hard + Soft	Leaver Arch folder kept in Fin Controllers Office + Folder on Computer on S Drive	Sent in By Insurance Company, File Created by Fin Cont Sec.	Fin Controller Sec or Fin Controller	7 years	Financial Controller	Confidential Data
4	Capital projects files	Hard Copy				Permanently	Financial Controller	Confidential Data
5	Department of Education budget files and correspondence	Soft + Hard Copy	Leaver Arch folder kept in Fin Controllers Office	File Created by Fin Contro Sec	Financial Controller	Permanently	Financial Controller	Confidential Data
6	Signed financial statements and audit reports	Soft + Hard Copy	Leaver Arch folder kept in Fin Controllers Office	Finacial Controller	Financial Controller	Permanently	Financial Controller	Confidential Data
7	Final operating programme and budgets	Soft + Hard Copy	Leaver Arch folder kept in Fin Controllers Office + File on Computer	Finacial Controller	Financial Controller	10 years	Financial Controller	Confidential Data
8	Internal audit reports	Soft + Hard Copy	Leaver Arch Folder kept in the Fin Controllers Office + Hard Copy on Computer	Finacial Controller	Financial Controller	Permanently	Financial Controller	Confidential Data
9	Legal documents and correspondence	Hard Copy	Leaver Arch File in Fin Controller Office		Financial Controller	Permanently	Financial Controller	Confidential Data

	A	B	C	D	E	F	G	H	I
1	**Data Set (Estates Office)**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	**Major & Minor Capital Works**								
3	**(a) Consultants**								
4	List of Submissions Received (ie Names & Addresses)	Tender sent in on CD or Memory Stick. Then scanned onto Computer and Memory Stick Returned to Consultant	Soft	File on Computer - stored on S Drive	Created by Consultant	NA	15 Years	Estates Manager	Confidential Data
5	All Submissions Received	Tenders Sent in on CD or Memory Stick. These are scanned onto computer and the orginalis returned to Constul	Soft	File on Computer - stored on S Drive	Created by Consultant	NA	15 Years	Estates Manager	Confidential Data
6	Submissions Evaluation Report	Report	Soft	File on Computer - stored on S Drive	Created by Consultant	NA	15 Years	Estates Manager	Confidential Data
7	Tender/ Quotation Opening Sheet for Fee Bids	Form	Soft	File on Computer - stored on S Drive	Created by Consultant	NA	15 Years	Estates Manager	Confidential Data
8	Form of Tender for all submitted Fee Bids	CD Or Memory Stick	Soft	Scanned onto Computer and Stored on S Drive	Administrator	NA	15 Years	Estates Manager	Confidential Data
9	Memoranda Agreements	Memoranda	Hard	Folder on Shelf in Office	Administrator	NA	15 Years	Estates Manager	Confidential Data
10	Design Team /Client Meetings Minutes	written, kept in Folder on Shelf	Hard	Folder on Shelf in Office	Administrator	NA	2 years	Estates Manager	Confidential Data
11	**(b) Contractors**								
12	EU/Etenders Notice	Tenders advertised, Offers sent in to office	Hard + Soft	File on Computer - stored on S Drive	Administrator	NA	15 Years	Estates Manager	Public
13	List of Names and Addresses of Submissions Received	Complied from Information sent in by Contractors	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
14	Design Team Report on evaluation of submissions	Report	Soft + Hard	File on Computer - stored on S Drive	Administrator	NA	15 Years	Estates Manager	Confidential Data
15	Opening Sheet of Tender Returns	Form	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
16	Form of Tender for all tenders submitted by Contractor	Sent into Office on Memory Stick or CD. Scanned onto Computer and Original returned to Contractor	Soft	File on Computer - stored on S Drive	Administrator	NA	15 Years	Estates Manager	Confidential Data
17	Design Team report on Tenders	Form	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
18	Site Minutes	Written at meeting, scanned and stored on Computer File	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
19	Practical Completion Certificate	Certificate	Hard	Estates Office	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
20	Contract Documents	Documents	Hard	Scanned onto Computer and Stored on S Drive	Administrator	Administrator	Permanently	Estates Manager	Confidential Data
21	Safety File	File	Hard & Soft	Shared S Drive on Computer	Administrator	Administrator	Permanently	Estates Manager	Confidential Data
22	**(c) Maintenance Works Packages & Supply Packages**								
23	EU Notice/Etenders Notice (Soft copy)	Etender Advert	Soft	File on Computer - stored on S Drive	Administrator	NA	15 Years	Estates Manager	Public
24	List of Names and Addresses of Submissions Received (Soft copy)	Contact file	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
25	Submissions Evaluation Report (Soft copy)	Report	Soft	File on Computer- stored on S Drive	Administrator	NA	15 Years	Estates Manager	Confidential Data
26	Tender/Quotation Opening Sheet for Fee Bids (Original)	Sent into Office on Memory Stick or CD. Scanned onto Computer and Original returend to Contractor	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
27	Form of Tender for all submitted Fee Bids (Original)	Sent into Office on Memory Stick or CD. Scanned onto Computer and Original returend to Contractor	Soft	File on Computer - stored on S Drive	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
28	Misc Quotations (Hard copy)	Sent into Office on Memory Stick or CD. Scanned onto Computer and Original returend to Contractor	Hard	Estates Office	Administrator	NA	15 Years	Estates Manager	Confidential Data
29	Verification Audit Sheets (Soft copy) ISO	Audit files	Soft	Estates Office	Administrator	Administrator	15 Years	Estates Manager	Confidential Data
30	Retain submission from all firms for one year	Form	Soft/Hard	Estates Office and S Drive on Computer	Submitting Firm	NA	1 Year	Estates Manager	Confidential Data
31	Submission from successful company (Original)	Form	Soft/Hard	Estates Office and S Drive on Computer	Submitting Firm	NA	7 years	Estates Manager	Confidential Data
32	**(d) Fire Register**	Register	Hard + Soft	Estates Office	Administrator	Administrator	Permanently	Estates Manager	Confidential Data
33									
34									
35	When tender has been approved, Contractors must supply Safety Cert, Insurance Details, Tax Clearence Certificate, Health & Safety Documents, Safe Pass.								
36	These are scanned onto the computer and stored in the appropriate year and stored on the S Drive. These documents are updated each year and kept indefinitly								
37	Verification Audit Sheets (29) Landscapers and Cleaners are Aduited on a Monthly basis. They are co signed by Estates Manager and Contracter/Cleaner.								
38	They are kept in Soft copy format								
39	All submissions to the office are sent in on Memory Stick or CD.	These are then scanned onto computer and original returned to Consultant/Contractor							

	A	B	C	D	E	F	G	H	I
1	Data Set	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	*Enterprise Promotion Programme documents*							External Services Manager	Confidential Data
3	▪ Internal Programmes related to academic enterprise (eg Interns, ACE, Student Enterprise, etc.)	As listed in Data Set	Both	PC/Filing Cabinet/Archive/Unit 34	External Services Manager/Programme Manager	Programme Manager/External Services Manager	7 years	External Services Manager	Confidential Data
4	▪ External Programmes (eg Enterprise Platform Programmes, Pre-Incubation Programmes, [NEEP, New Frontiers] etc.)	As listed in Data Set	Both	PC/Filing Cabinet/Archive/Unit 34	External Services Manager/Programme Manager	Programme Manager/External Services Manager	7 years	External Services Manager	Confidential Data
5	*Incubation Programmes*								
6	▪ Applications for Incubation	Application Form	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Incubation Centre Manager/External Services Manager	7 years	External Services Manager	Confidential Data
7	▪ Incubation Panel documentation (Panel schedules, Decisions, Letter to Applicant)	As listed in Data Set plus Adjudication Panel Decision Form/Letter to Applicant	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Incubation Centre Manager/External Services Manager	7 years	External Services Manager	Confidential Data
8	▪ Incubation Client documentation (Pre-requistite documents such as Insurances, Lease documents, Internal quarterly reviews, Exit reviews, Letter of Acceptance, New Tenant Checklist, Ringmaster Reports, Tenant File, Tenant Tracking Database)	As listed in Data Set	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Incubation Centre Manager/External Services Manager	7 years	External Services Manager	Confidential Data
9	▪ Other Documents (Customer Service Questionnaires, Lease Extension Letter)	Customer Questionnaire/Exit Questionnaire/Non Conformanance Form/Training Evaluation Form	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Incubation Centre Manager/External Services Manager	7 years	External Services Manager	Confidential Data
10	*Technology Transfer Services Documents*								Confidential Data
11	▪ Intellectual Property Policy and Committee (incl. IP Policy, Minutes of Meetings of IP Committee, etc.)	IP Committee Agenda and Minutes , Ip Policy	Both	S;Drive/Folders Unit 38	External Services Manager	Technology Transfer Manager/External Serices Manager	Permanently	External Services Manager	Confidential Data
12	▪ TT Project Files (incl. related IP Agreeements, NDA, MOU's, Licences, etc.)	As listed in Data Set	Both	S;Drive/Folders Unit 38	External Services Manager	Technology Transfer Manager/External Serices Manager	Permanently	External Services Manager	Confidential Data
13	▪ Campus Company related documents (Applications for CC, Approvals, Agreements, Articles and Registrations, Shareholder Information, etc.)	As listed in Data Set	Both	S;Drive/Folders Unit 38	External Services Manager	Technology Transfer Manager/External Serices Manager	Permanently	External Services Manager	Confidential Data
14	▪ Applied Research Project Management (FUSION) (Project Support Application, Letter of Offer, Consultancy/Travel Claims, Knowledge Centre Claims, Final Report)	As listed in Data Set	Both	PC/Unit 46	External Services Manager	Technology Transfer Manager/External Services Manager	Permanently	External Services Manager	Confidential Data
15	▪ Applied Research Application Proposal Document	Proposal Document/RMS	Both	Filing Cabinet/Unit 46	External Services Manager	Technology Transfer Manager/External Services Manager	Permanently	External Services Manager	Confidential Data
16	▪ New Applied Research Innovation Partnership Project (Offer Letter, Induction Meeting Checklist)	Offer Letter/ Interview Records/Research Assistant Chechlist/Induction Meeting Checklist	Both	Unit 46/DkIT Human Resources Office	External Services Manager	Programme Manager/External Services Manager	60 Months from Project Completion	External Services Manager	Confidential Data
17	▪ Innovation Partnership Project s (Industrial Partner Contribution Invoice, Monthly Report, Interim/Final Report)	As Listed in Data Set	Both	Unit 46	External Services Manager	Technology Transfer Manager/External Services Manager	Permanently	External Services Manager	Confidential Data
18	▪ Innovation Voucher Project Management (Project Terms of Reference, Project Claim Form, Copy of Invoice and Academic Report, etc.)	As Listed in Data Set	Both	S;Drive/Folders Unit 38	External Services Manager	Technology Transfer Manager/External Services Manager	Permanently	External Services Manager	Confidential Data
19	Strategic Innovation Support documentation related to Special Programmes (eg ICE, STS, VITAL, Creative Futures, etc.)	As Listed in Data Set		S: Drive/ Folders/ Archive	External Services Manager	External Services Manager	10 years	External Services Manager	Confidential Data
20	RDC/External Services H&S specific documentation (RDC/External services Risk Assessment, SWPS related to RDC/External Services Function, Fire Safety Checklist, H&S Training Database, Crisis Management Plan, DFASC Statement, Emergency Evacuation Manual)	As Listed in Data Set		Reception Desk	External Services Manager	External Services Manager	5 years	External Services Manager	Confidential Data
21	RDC Administration								Confidential Data
22	▪ ISO documentation	Customer Service/Forms and Records/Internal Audits/ISO Audit Listing/Management Review/Obsolete Files/QAPs Quality Manual/Revision & Circulation/Training/Quality Manual	Both	S; Drive/ PC	External Services Manager	External Services Manager	Permanently	External Services Manager	Confidential Data
23	Publicity and marketing Documentation related to RDC/External Services (LINK magazine)	LINK/RDC Website/RDC Brochure/Comms Policy/RDC Powerpoint	Both	PC	External Services Manager	External Services Manager	1 year	External Services Manager	Confidential Data
24	RDC Budget Administration documents	As Listed in Data Set		PC	Programme Manager/External Services Manager	Programme Manager/External Services Manager	Permanently	Finance Office	Confidential Data

	A	B	C	D	E	F	G	H	I
1	Data Set (Life Long Learing Centre)	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Application forms	Form: Written or Email	Hard	Lever Arch File on Shelf	Student	Student/Administrator	7 years	Administrator	Confidential Data
3	Class lists	File on Computer	Soft	On Shared Drive LLL	Administrator	Administrator	5 years	Administrator	Internal Use
4	Student correspondence	Letters, Emails or Phone	Soft +Hard	On Shared Drive LLL	Administrator	NA	7 years	Administrator	Confidential Data
5	Bank statements	Form	Hard	Lever Arch File on Shelf	Bank	Bank	Permanently	Administrator	Confidential Data
6	Bank correspondence	NA	NA	Phone call or Personal Call	Administrator	NA	NA	NA	Confidential Data
7	Lecturer payment records	Claim Form filled out by Lecturer	Hard	Lever Arch File on Shelf + CORE	Lecturer	Administrator	Permanently	Administrator	Confidential Data
8	Staff Annual Leave	Excel Spreadsheet	Soft	Holiday Staff file on Computer	Administrators	Administrators	3 years	Administrator	Confidential Data
9	Staff holiday	Excel Spreadsheet	Soft	Holiday Staff file on Computer	Administrators	Administrators	3 years	Administrator	Confidential Data
10	Staff Overtime	CORE	Soft	CORE	CORE	HR Officer	5 Years	HR Officer	Confidential Data
11	Staff Expenses	Form Summitted	Soft	CORE	Administrators	HR Officer	8 Years	HR Officer	Confidential Data
12	Income receipt books	Form - Reciept Book	Hard	On Shelf	Administrators	Administrators	Permanently	Administrator	Confidential Data
13	Student feedback surveys	Form	Hard	Lever Arch File on Shelf	Student	Student/Administrator	3 years	Administrator	Confidential Data
14	Correspondence to / from professional bodies	Emails	Soft	On Shared Drive LLL	Administrator	Administrator	7 years	Administrator	Confidential Data
15									
16									
17									
18	7- Lecturer Payments: Lecturer fills out Part Time Teaching Claim Form (HRFO11).								
19	Hours approved by LLL. Once approved, uploaded on to CORE in Payroll Office for Payment by Paypath								
20	Security : All computers are locked by users if they leave their desk to ensure data stored on Shared Drive is secure.								
21	Eacj Staff member has their own name and passsword which allows access to their desktop and Shared Drive								
22	Shared Drive is only accessable by Life Long Learning Staff.								
23	Always person or persons present in office. Office is locked if no staff present to ensure security of Data in Lever Arch Files.								

	A	B	C	D	E	F	G	H
1	**Data Set (Presidents Office)**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Crisis Management operations	Soft + Hard Copy	See Note	IT Manager	IT Manager	Permanently	Presidents Office	Confidential Data
3	Governing Body - Minutes of meetings, backup materials, official correspondence.	Hard + Soft	Safe in Presidents Office. Approved Minutes also on Website	Financial Controller	Financial Controllers Secretary	Permanently	Presidents Office	Confidential Data
4	General Information Files containing a wide range of materials pertinent to the operation and interest of the Presidents Office	Hard Copy	Stored in Lever Arch Files- Held in Presidents Office	Financial Controller + President+ Presidents Secretary (Valarie Ward)	Financial Controller + President	3 years	Presidents Office	Internal use
5	Circular letters and Government Reports	Soft + Hard Copy	Stored in Lever Arch Files- Held in Presidents Office			Permanently		Public Data
6	Strategic Plans for the Institute	Soft + Hard Copy	Stored in Lever Arch Files- Held in Presidents Office	See Note	See Note	Permanently	Presidents Office	Public Data
7	Senior Management Team	Soft + Hard Copy	Held on the S Drive: Access only to President, Fin Controller and Executive Board. Minutes published on Website	Secretary	Sectretary	Permanently	Presidents Office	Confidential Data
8	Approved minutes of meetings and supporting documentation	Soft + Hard Copy	Shared Drive + Website	Secretary	Sectretary	Permanently	Presidents Office	Internal Data
9								
10	Crisis Management Operations	Stored on Incident Website Room.com - Web site set up by Jim Mc Cahill						
11								
12	Circular Letter +Government Reports	Letters + Government Reports come to Presidents Office.						
13	Hard Copy filed in Lever Arch and Stored in Presidents Office, copie sent out to relevent Heads of Departments							
14	Strategic Plans for the Institute	Ann Cleary Drafted plans held by HEA						
15	Current Strategic Plan	Fiona Oster compiling. Copies held in President's Office						

	Data Set Registrars Office	Content Type	Soft/Hard	Storage	Create	Ability to amend	Retention Period	Custodian	Data Class	J	K	L
1												
2	General Information Files containing a wide range of materials pertinent to the operation and interest of the Registrar's office	Forms, Letters, Emails, Minutes, Policies, Procedures and Documents	Hard & Soft	Stored in files in the Registrar's Office and The Registrar's Sectretary's office. Minutes are filed in the corrosponding folder and published on the intranet for the relivant audience.	Mulitable sources	Registrar/ Registrar's Secretary	3 years	Registrar	Internal use			
3	New Course Approvals	Forms and Documents	Soft and Hard	Soft stored on a shared drive accesible by Registrar's Staff. Hard copies held by the Assistant Registrar.	Assistant Registrar	Assistant Registrar and Assistant Registrar's Secretary	Duration of course + 5 years	Assistant Registrar	Internal use			
4	External Examiners Reports, lists of contracts, reports, payments etc	Reports, Contracts, payment details	Hard & Soft	Hard copy of reports filed in the Registrar's Secretary's Office. Hard and Soft copy of reports, contracts and payments kept on a shared drive accesible by Registrar's Staff, Senior School Admin staff and Laura Mc Kenna.	External Examiners and Laura Mc Kenna on behalf of the Registrar' Office	Reports amended by external examiners, contracts and payments can be amended by Laura Mc Kenna on Behalf on the Registrar's Office.	5 years	Registrar	Confidential Data			
5	Academic Council Minutes	Minutes	Hard	Pasted into Ledger in Registrar's Office	Registrar's Secretary	Registrar/ Registrar's Secretary	Permanently	Registrar	Internal Data			
6	Disciplinary Files that have been considered by the Registrar	Emails, letters, supporting documentation	Hard	Filed in a locked cabinet in the Registrar's Secretary's Office	Person submitting information to Registrar; Student or Staff Member	Registrar/ Registrar's Secretary	3 years after the staff member/ student ceases to be a staff member/ student	Registrar	Internal Data			
7	Registrar's Group Travel Expenses and timesheets	Timesheets, receipts and expenses	Hard	Filed in a locked cabinet in the Registrar's Secretary's Office	Managers/ staff members within the Registrar's area.	NA	5 years	Registrar	Internal Data			
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21	Documentation/correspondence relating to litigation or disputes which have been completed/settled However if dispute is with a member of staff or student records will not be destroyed for 3 years after the staff member or student cease to be such.											

	Data Set	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Electronic Publications	E books, Journals + Thesises	Soft	Millenium (Library online Storage System)	Internal	Internal	Updated on ongoing basis	Library	Students, Staff + Public
3	Bibliographic Items	E books, Journals + Thesises	Soft + hard	Millenium (Library online Storage System)	NA	NA	Updated on ongoing basis	Library	Students, Staff + Public
4	Accounts of Planned and Actual Expenditure on Library materials and services		Soft + hard	Agresso + Millenium	Head Librianian	Head Librianian	2 years	Library	2 Years
5	Examination Papers	NA	NA	NA	NA	NA	NA	NA	NA
6	Survey Information	Survey Data Collected	Soft	Shared Drive	See Note		4-5 Years		Internal Use
7	General correspondence	Letters + Emails	Hard	Shared Drive	See Note	NA	3 years	Library	Internal
8	Archives	Newspapers, Journals + Thesises	Soft + hard	Millenium (Library online Storage System)			Permanently	Library	Students, Staff + Public
9	Supplier Information	Letters + Emails	Soft + hard	Agresso + Millenium+Wordfill	NA	Supplier	Updated on ongoing basis	Library	Internal
10	Statistics - feedback	Letters + Emails	Soft + hard	Millenium (Library online Storage System)	Staff + Students	Staff	4-5 Years	Library	Students, Staff + Public
11	Thesis Publications	Thesises	Soft + hard	Shelves in Library + Millenium	Students (Level 7,8 +9)	NA	Permanently	Library	Students, Staff + Public
12									
13	**Survey**s are conducted in the Library on an on going basis.								
14	They are conducted by staff memebers and the data is stored on the S Drvie								
15	The results form the basis of improvements and future plans for the library								
16	General Corrospondence to other Libraries and writing to students re late returns								

	A	B	C	D	E	F	G	H	I
1	**Data Set**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Tender Documents	Forms	Hard	Fling Cabinet in IT Managers Office	Supplier	NA	7 years	IT Manager	Confidential Data
3	IT Procurement	Paper	Hard	Fling Cabinet in IT Managers Office	Technician or IT Manager	IT Manager	7 years	IT Manager	Confidential Data
4	Audio visual services	NA	NA	NA	NA	NA	7 years	IT Manager	Confidential Data
5	Policies	IT Policies	Soft	S Drive	IOTI Template- James McCahill Creates, Governing Body signs off	Chain of Command, ends with Governing Body	7 years	IT Manager	Internal use
6	ISO	Policies	Soft	S Drive	IOTI Template- James McCahill Creates, Governing Body signs off	As Above	7 years	IT Manager	Internal use
7	Annual Contracts	Services	Soft + Hard	Lever Arch Files in IT Managers Office	NA	NA	7 years	IT Manager	Confidential Data
8	Software Licence and agreements	See Note Below		Lever Arch Files in IT Managers Office	See Below	See Below	7 years	IT Manager	Confidential Data
9	webserver	Computer Programme	Soft	Microsoft Exchange Server - Commons Room Server	Data Created	Andrew Clarke	3 years	Andrew Clarke	Public Data
10	Intranet	Computer Programme	Soft	Microsoft Exchange Server - Commons Room Server	Data Created	Andrew Clarke	7 years	Andrew Clarke	Internal use
11	email	Computer Programme	Soft	Microsoft Exchange Server - Commons Room Server	Data Created	Andrew Clarke	7 years	Andrew Clarke	Confidential Data
12	Staff Correspondence	Emails	Soft	Staff Email Accounts	Staff corrosponding	na	Permanent	staff	Confidential Data
13	Staff Training	See Note Below	Soft + Hard		See Below		Permanent		Confidential Data
14	User Management Account Creation	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	7 years	Barry Carolan	Confidential Data
15	User Account Directory	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	7 years	Barry Carolan	Confidential Data
16	User Locks management	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	1 years	Barry Carolan	Confidential Data
17	User ID Card management	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	7 years	Barry Carolan	Confidential Data
18	Student Attendence System	NA	NA	NA	NA	NA	7 years	NA	Confidential Data
19	Helpdesk	G.L.P.I	Soft	NA	See Note Below	IT Techinican	7 years	IT Manager	Confidential Data
20	Moodle server management	Computer Programme	Soft	Server	Created by Lecturer for Students	Lecturers	3 years	Andrew Clarke	Confidential Data
21	external Mail Service	Student & Staff Mail	Soft	Server	M.S.O 36J	IT Techinican	7 years	IT Manager	Confidential Data
22	mail archiver	NA	NA	NA	NA	NA	permanent	NA	Confidential Data
23	Data backups	Tivoli Storage Manager	Soft	TSM Online + Tapes	TSM Online	NA	7 years	IT Manager	Confidential Data
24	Server Backups Windows	Tivoli Storage Manager	Soft	Automatic Schedule	NA	NA	7 years	IT Manager	Confidential Data
25	Server Backups Linux	Linux Server	Soft	Disc Backup	NA	NA	7 years	IT Manager	Confidential Data
26	Server Monitoring	OPS View	Soft	No Data Stored	NA	NA	1 year	IT Manager	Confidential Data
27									
28									
29	Annual Contracts +Software and Licence Agreements (Microsoft eg) : Annually Renewable, payable each year within limit.								
30	If over limit goes to Financial Controller for approval								
31	Michael Denihan will make recommendations for new contracts or software required to James McCahill, then to Governing Body for approval								
32	Staff Training : If staff require training a request is made to HR for Staff Training Financial Assistance,								
33	once approved staff member goes on Training. Details then kept on Personel File.								
34	Help Desk: Staff member or student raises ticket with the help desk, member of IT Staff resolves issue.								

	Data Set Exams Office	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class	
2	Examination entries	PC	Soft	on PC	Schools/Examinations Officer	Examinations Officer, Schools, Admissions Office	2 years	Examination Officer	Confidential	
3	Continuous Assessments (held by schools)				Academic staff		18 months		Confidential	
4	Examination solutions (held by schools)				Academic staff		1 year		Confidential	
5	Examination scripts (held by schools)				Student		1 year		Confidential	
6	Examination results – broadsheets	report	hard	Stored in Examinations Office on behalf of the Registrar	Examinations Officer	Examinations Officer	Permanently		Confidential	
7	Examination results - green and white sheets (held by school)				Examinations Officer/Schools		2 years		Confidential	
8	Examination Appeals documentation	forms/emails	hard/soft	stored on pc and in file	Student appeals/Exams officer	on instruction from Head of School/Department, External Examiner results can be amended	2 years post student at institute - see note below	Examination Officer	Confidential	
9	Examination claim sheets for the correction of scripts (schools)	forms	hard	Filed and on CDRE	Schools		7 years		Confidential	
10	Examination invigilators - lists and general correspondence.	forms/emails	hard/soft	stored on pc and in file	Examinations Office	Examination Office staff	updated on ongoing basis	Examinations Officer	Internal	
11	Examination invigilators – claims	forms	hard	filed in Examinations Office	Invigilator submit claims and examinations Officer inputs on system	Examination Officer	7 years	Examinations Officer	Confidential	
12	Legal advice: Examinations appeals documentation could be destroyed 2 years after student ceases to be a student provided no litigation is contemplated. ii) first destination information on graduates & correspondence relating to litigation or disputes which has been completed or settled could be destroyed say 3 years after settlement. iii) However, if the dispute or litigation were with a member of staff or student, it should not be destroyed until say 3 years after the member of staff or student ceased to be such.									
13										
14										
15										
16	Note: Records noted held by Schools, refer to Academic listing									
17	in Schedule									

	Data Set International Office	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Erasmus Incoming Applications	Hard	Int Office	M McMenamin	M McMenamin	7 years	N Carney	Confidential
3	Erasmus Inter-Institutional Agreements	Hard & Soft	Int Office & Shared drive	N Carney	N Carney	7 years	N Carney	Confidential
4	Erasmus Outbound Applications	Hard & Soft	Int Office & Shared drive	N Carney	N Carney	7 years	N Carney	Confidential
5	Staff Outbound Applications Erasmus	Hard & Soft	Int Office & Shared drive	N Carney	N Carney	7 years	N Carney	Confidential
6	Application Records non EU	Hard & Soft	Int Office & Shared drive	M Reilly M Stewart	M Reilly M Stewart	7 years	N Carney	Confidential
7	EU & Non EU Inbound/Outbound student & staff flows	Soft	Shared Drive	N Carney M Stewart	N Carney M Stewart	7 years	N Carney	Confidential
8	International Agency Agreements	Hard & Soft	Int Office & Shared drive	M Stewart & Registrar	M Stewart & Registrar	7 years	N Carney	Confidential
9	Purchase Order Payments Agresso	Hard	Int Office	M McMenamin	M McMenamin N Carney	7 years	N Carney	In house use
10								
11								
12								
13								
14								
15								
16								

	A	B	C	D	E	F	G	H
1	**Data Set Admissions Office**	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Direct Applications - (not recommended)	Hard	Acad Admin Office	N/A	N/A	1 years	Acad Admin Office	Confidential
3	Direct Applications - (recommended but not registered)	Hard	Acad Admin Office	N/A	N/A	1 years	Acad Admin Office	Confidential
4	Direct Applications - (registered)	Hard	Acad Admin Office	N/A	N/A	5 years	Acad Admin Office	Confidential
5	Registration Forms and any back-up material	Hard	Acad Admin Office	N/A	N/A	2 years	Acad Admin Office	Confidential
6	Student Records*	Soft	Banner	Acad Admin staff	Acad Admin staff	Permanently	Banner	Confidential
7	Garda Vetting Forms	Hard	Admissions Office	Student	N/A	7 years	Admissions Office	Confidential
8								
9								
10								
11	*Including name, address, date of birth, next of kin, socio economic background, places of employment, type of employment, etc							

	Data Set - CELT	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	Programme Applications	Forms	Hard	All information held in lever arch file. Stored on shelf in CELT Administration Office.	CELT Co-ordinator created clear pocket folder per applicant and all correspondance made by HOD and Programme Board is stored in alphatical order	HOD / Programme Board	Permanently	CELT HOD / CELT Co-ordinator	Confidential Data
3									
4	Examination Results	Banner Generated	Hard / Soft	All information held in lever arch file. Stored on shelf in CELT Administration Office and the orgiinals are kept by the Examinations Officer.	CELT Co-ordinator created clear pocket folder per exam session and enteres results provided by HOD and Programme Board is stored in lever arch with originals going to the Examinations Officer	HOD / Programme Board	Permanently	CELT HOD / CELT Co-ordinator	Confidential Data
5									
6	Learning & Teaching Sub-committee	Minutes	Soft	S Drive	CELT HOD - Sub-committee Chair / CELT Co-ordinator and forwarded to Registrar for Academic Council	CELT HOD - Sub-committee Chair / CELT Co-ordinator	Permanently	CELT HOD / CELT Co-ordinator	Confidential Data
7									
8	Programme Boards	Minutes	Soft	S Drive	CELT HOD / CELT Co-ordinator	CELT HOD / CELT Co-ordinator	Permanently	CELT HOD / CELT Co-ordinator	Confidential Data
9									
10	Annual Reports	Reports	Soft	S Drive	CELT HOD / CELT Co-ordinator. These are sent to HR for their reporting usage.	CELT HOD / CELT Co-ordinator & HR	Permanently	CELT HOD / CELT Co-ordinator	
11									
12	CELT Team Meetings	Minutes	Soft	S Drive	CELT HOD / CELT Co-ordinator	CELT HOD / CELT Co-ordinator	Permanently	CELT HOD / CELT Co-ordinator	
13									
14	Student Ambassador	Banner Generated Database	Soft	S Drive	CELT HOD / CELT Co-ordinator / Staff in the SLDC	CELT HOD / CELT Co-ordinator / Staff in SLDC	Permanently	CELT HOD / CELT Co-ordinator / Staff in SLDC	Confidential Data
15									
16	Stats for SDLC	Banner Generated Database	Soft	S Drive	CELT HOD / CELT Co-ordinator / Staff in the SLDC	CELT HOD / CELT Co-ordinator / Staff in SLDC	Permanently	CELT HOD / CELT Co-ordinator / Staff in SLDC	Confidential Data
17									
18	Stats for Staff CPD attandance	Database	Soft	S Drive	CELT HOD / CELT Co-ordinator / Staff in the SLDC	CELT HOD / CELT Co-ordinator / Staff in SLDC	Permanently	CELT HOD / CELT Co-ordinator / Staff in SLDC	Confidential Data

	A	B	C
1			
2	NIL RETURN for this Section		

	A	B	C	D	E	F	G	H	I
1	**Data Set Medical Unit**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Medical records for students who attended Student Health Unit	Appointments, health records etc	Hard	In admin Office of Health Unit	Nurse	Not applicable	Between 8yrs and 25 yrs depending on medical condition	Health Unit in DKIT	Confidential Data
3	Medical Records for staff who attended Student Health Unit	Appointments, health records etc	Hard	In admin Office of Health Unit	Nurse	Not applicable	Between 8yrs and 25 yrs depending on medical condition	Health Unit in DKIT	Confidential Data
4	Accident report forms for students and staff	Forms	Hard	keep copy only	Nurse	Not applicable	Permanently	Health Unit in DKIT	Confidential Data
5	Annual reports	Reports	Hard	In Academic Administration Office	Nurse	Not applicable	Permanently	Health Unit in DKIT	Confidential Data
6									
7									
8	Retention periods are in accordance with the Policy for Health Boards on Records Retention.								
9	National FOI Group								
10									
11	**Data Set - Disability/Quality Office**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
12	Confidential information on students with special needs	Medical Reports	Hard	Disability Office Filing / storage	Disability Officer	Disability Officer	7 years	Disability Officer	Internal use
13	Records on funding from the DOES	Forms and Emails	Soft	PC	HEA/Disability Officer	Disability Officer	7 years	Disability Officer	Internal use
14	Statistics on students with special needs	Reports	Soft	PC	Disability Officer	Disability Officer	7 years	Disability Officer	Internal use
15	Financial statistics	Forms and Emails	Soft	PC	Disability Officer	Disability Officer	7 years	Disability Officer	Internal use
16	Annual report on disability service	Reports	Soft	PC	Disability Officer	Disability Officer	7 years	Disability Officer	Internal use
17	General correspondence	Letters and Emails	Soft/Hard	File in Disability Office and PC	Disability Officer	Disability Officer	3 years	Disability Officer	Internal use
18									
19									
20	**Data Set Counselling Service**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
21	Student Files, appointments etc	Files, cards	Hard	Filing cabinet Counsellors Office	Counsellor	Counsellor	7 Years	Counsellor	Confidential Data
22	Case notes/client information	Personal data	Soft	Penelope Database	Counsellor	Counsellor	7 years	Counsellor	Confidential Data
23									
24									
25									
26	**Data Set Access Office**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
27	Mature Application Entry Route Documents	CAO applicant data, emails, electronic files.	Soft.	Electronic files.	Named contacts on academ	Confidential Data	2 years	Access Officer	Confidential.
28	DkIT Scholarship Programme	Forms	Hard	Folder.	Access Officer	Confidential Data	1 year	Access Officer	Confidential.
29	State Street Bursary Data	Electronic files and paper documentation (grant a	Soft and Hard.	Electronic files, emails, folders.	Access Officer	Confidential Data	1 year	Access Officer	Confidential.

	Data Set Awards Office	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
2	FETAC RESULTS	Forms / email	hard/soft	all information held in file	information given from lecturer to Awards Office and held on file in Awards Office	Lecturer/Awards Office	Permanently	Registrar	Confidential
3	VALIDATIONS	forms /email	hard/soft	all information held in file	Schools/Exams Office/Awards Office	Administrator	Permanently	Registrar	Confidential
4	POST GRADUATE STUDENTS	Forms / email	hard / soft	all informaiton held in file	Administrator	Administrator	Permanently	Registrar	Confidential
5	Graduation - tenders/invoices	forms/emails	hard/sofft	all information held on file	Administrator	-	7 years	Registrar	Confidential
6	CONFERRING - results	forms	hard/soft	held on pc and on file	report ran from banner and can only be amended at request of school/examinations and this change reflected in banner	School Office/Examinations not	Permanently	Registrar	Confidential
7	Conferring - Booklets	booklets	hard/soft	kept on pc and in file	report ran from banner and can only be amended at request of school/examinations and this change reflected in banner	Awards Office	Permanently	Registrar	public data
8	Conferring - photos	photos	hard/soft	kept on pc and in file	photographer forwards them to Awards Office		7 years	Registrar	internal
9	conferring - invitees public	invites	hard	copy kept on file	Brendan Ryder/Tanya Rice	Awards Office	3 years	Registrar	internal
10	conferring -correspondance	forms/emails	hard soft	copy kept on pc and in file	Brendan Ryder/Tanya Rice	Awards Office	7 years	Registrar	Confidential
11	conferring - parchments	parchment	hard	Stored in a fireproof cabinet	Schools/Awards Office		permanently	Awards Office	Confidential
12	European Diploma Supplement	graduation report	hard/soft	pc and on file	system	school	Permanently	Registrar	Confidential

	A	B	C	D	E	F	G	H	I
1	**Data Set Careers Office**	**Content Type**	**Soft/Hard**	**Storage**	**Create**	**Ability to Amend**	**Retention Period**	**Custodian**	**Data Class**
2	Job applications	CVs, Cover Letters	Soft	S Drive	Various	n/a	1 year	Careers	Confidential Data
3	First destination statistics of graduates	Report	Both	S Drive	Careers Officer	n/a	Permanently	Careers	Confidential Data
4	Employer database *	Database	Soft	S Drive	Careers staff	Careers staff	Updated each year	Careers	Confidential Data
5	Confidential Student Records & Care Notes	Database	Soft	S Drive	Careers Officer	Careers Officer	3 years	Careers	Confidential Data
6	Career Planning Module - Assessment records	Online assessment	Soft	S Drive	Careers Officer	Careers Officer	7 years	Careers	Confidential Data
7	Annual Careers Fair - participants records	Database	Both	S Drive	Careers Officer	n/a	3 years	Careers	Confidential Data
8									
9									
10									
11	*list of employers who contact the Careers Service with job opportunities for graduates								