2 Control structure rundu Congar rise Sub Bane Control Contro Control		А	В	С	D	E	F	G	Н	1
Image: State	1	Data Set Academic - School of Health & Science	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
J Second data data bioted storts in Aquescia Second and the stort and head storts and										
Image Participant procession	2	Continuous assessment results	Computer File	Soft	Banner	Lecturer	School Office Supervisor	Permanent	Head of Department	Confidential Data
Image Participant procession									Head of Department	
4 Instant Inst Carl Information Anstant Anstant <t< td=""><td>3</td><td>Non-pay budget details (stored centrally on Agresso)</td><td>Computer File</td><td>Soft</td><td>Agresso</td><td>Administrator</td><td>Administrator</td><td>7 vears</td><td></td><td>Confidential Data</td></t<>	3	Non-pay budget details (stored centrally on Agresso)	Computer File	Soft	Agresso	Administrator	Administrator	7 vears		Confidential Data
Second scalar procedure Second procedure Second procedure Second procedure										
S Sufficie Su	4		101115							
bbControlNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNote2Corresponded construction adrights function in solarComplete file structionSolarControlControlNoteNo	5	Moodle content generation	Computer File	Soft	Moodle	Lecturer	Lecturer		Lecturer	Public Data
2 2 Compare files r letter 50% or Letter Achi files Admonitation Suff NAM Stream Read of graphenes 2 Support Contre Submits forms Contrents Compare files r letter Submit Su	6	Staff lists addresses and contact numbers	Note Book	Hard	Desk Drawers	Administrator	Administrator		Administrators	Internal use
International procession Construction C		Star initia, addresses and contact numbers	Note Book	1010	Besit Brawers		Administrator	apaated on ongoing basis	Administrators	internarase
8 North Conference interaction in concrete interaction in concrete interaction interactin interaction interaction i	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		Internal use
Jaccord Coars Solmson DocumentsCompater Hist or LettersSelf + HardActer Afrika on Staff in Main OfficeIndexAdministratorPermanentyNet of DegartmentRead of Degartment10Soles Againation from - CogesCompater Hist or LettersSelf + HardAster / HardDeer Arch Files on Staff in Main OfficeSalestsAdministratorDuration of the programmeHeid of DegartmentConfident11Weise Hist RuuthCompater FileSelf + HardSafe - The SoleLettersLettersDuration of The groammeHeid of DegartmentHein All12Safe and marking schemes/model answernCompater FileSafeHeid of DegartmentLettersLettersSelf - SoleHeid of DegartmentHein All13Inducer of meetings - Course SoresCourse of AssessesSafe - HardSafe - HardSafe - HardSafe - HardHein AllAdministratorNotesYearsHeid of DegartmentHein All14Increases of AssessesCompater FileSafeHein AllSafe - HardHein AllAdministratorHein AllAdministratorHein AllHein AllHein All13Information FileCompater FileSafeHein AllBafer HardHein AllHein AllHein AllHein AllHein AllHein All14Increases of AssessesCompater FileSafeHein AllBafer HardHein AllHein AllHein AllHein AllHein All15Safe Sopparence ConfiderFileFile <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>										
10 Suder Againzation forms: Capits Campater File or Letter Suder Againzation Advisor Darbor of the pargement Head of Dapartnees Confident 11 White abeets Results Compater File or Letter Suder Compater File or Letter Letter Darbor of the pargement Head of Dapartnees Confident 12 Exam paper and marking cheme/model assess Compater File or Letter Suder Compater File or Letter Letter Letter Letter Head of Dapartnees Head of Da	8	NCEA/HETAC/QQI Programmatic Review documents	Computer File - Banner	Soft	Banner	Lecturer	Lecturer	Permanently	Deparatment	Internal use
10 Suder Againzation forms: Capits Campater File or Letter Suder Againzation Advisor Darbor of the pargement Head of Dapartnees Confident 11 White abeets Results Compater File or Letter Suder Compater File or Letter Letter Darbor of the pargement Head of Dapartnees Confident 12 Exam paper and marking cheme/model assess Compater File or Letter Suder Compater File or Letter Letter Letter Letter Head of Dapartnees Head of Da	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
11 Mutacest Results Computer Rise Self-Hand Senfer Letter Letter Letter Descent Result		http:///ca/edulae.submission/bocaments	compater ric or cetters	boit i fidid	cold shell in the on shell in than once		Administrator	remanency	neud of beparement	internarase
12 Emergence and marking scheme/model support Compare Fall Suff Truskrupt - Conice Boards, Seiner Maagement of the Scheme Head of Department	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
12 Emergence and marking scheme/model support Compare Fall Suff Truskrupt - Conice Boards, Seiner Maagement of the Scheme Head of Department	1.	Million also de Bara de	0	C-0 - 111	P				und (Dered -)	o Charlen
12Example and maxing science/model assversComplet FilesSoftJoin Soft Marce	11	White sheets Kesults	Computer File	Soft + Hard	Banner	Lecturer	Lecturer	Duration of Programme	Head of Department	Confidential Data
12Example and maxing science/model assversComplet FilesSoftJoin Soft Marce	1				Truekrupt - Online Storage for Exam Papers (See Note					
1 3 Munue of meetings - Course Boards, Seriour Management of the School South Hand and Adepartment Administrator	12	Exam papers and marking schemes/model answers	Computer File	Soft		Lecturer	Lecturer	5 Years	Head of Department	Internal use
Image: mail and Budgetary information Computer Programm Affresso - Each head O Departments bareino miggets Head O Department Preado Dep										
14.1 Francial and Budgetary Information Computer Programme Soft budgets Heads of Departments Heads of Departments Tendeds of Departments Tended of Departments Tendeds of Departments <td>13</td> <td>Minutes of meetings - Course Boards, Senior Management of the School</td> <td>Forms</td> <td>Soft + Hard</td> <td></td> <td>Adminsitrator</td> <td>Administrator / HOS</td> <td>5 Years</td> <td>Head of Department</td> <td>Internal use</td>	13	Minutes of meetings - Course Boards, Senior Management of the School	Forms	Soft + Hard		Adminsitrator	Administrator / HOS	5 Years	Head of Department	Internal use
Image: bit spene dain Documentation Fund Each Head of Departments Heads of Department	14	Financial and Dudeston, Information	Computer Broomme	C-++		Useds of Departments	Used of Department	7		Confidential Data
15 Staff Segnet claim Documentation Forms Hard Lever Arch Files Head of Department Read of Department Appens Head of Department Conditional 10 Fartime teaching hours records Forms Hard Office PL Name Plantment Plantm	14		computer rrogfdfffffe	Jun		neads of Departments	nead of Department	/ years	neau or Department	comuciliar Dala
10 Part-ime teaching hours records NAC Years Head Department Interal lead Department Interal	15	Staff Expense claim Documentation	Forms	Hard		Heads of Departments	Head of Department	7years	Head of Department	Confidential Data
Image Create and Stored on Syllabus H-NDOs keep records Read of Department										
17 Timetables Forms Hard Staff timeble and signments Letture + Head of Department Head of Department Forms Head no peartment Head of Department Forms Head no peartment Head no peartment Name Spress Head of Department	16	Part-time teaching hours records	Forms	Hard		PT Lecturer	NA	7 years	Head of Department	Internal use
Image: Normal sector Proms Hard + Soft Records for Functional Areas HOS and 5 Drive Download NA Prans Head 0 Department Image: Normal sector 19 Safe Work Practice sheets (SWP) Forms Soft Shared Hard Drive on Computer - Access to files for staff Download NA Until replaced/superseded Head 0 Department Internal us 19 Safe Work Practice sheets (SWP) Forms Soft and heads of departments Download NA Until replaced/superseded Head 0 Department Internal us 20 Diaries Diary Soft Desk Drawers Administrator NA Jagers Administrators Internal us 21 General Correspondence Emails - Letters (Mainity Emails) Soft Softwoer Lever Arch Files Corrospondee NA 3 years Administrators Internal us 22 General Correspondence for all areas Emails - Letters (Mainity Emails) Soft Softwoer Lever Arch Files Corrospondee NA Agears Administrators Internal us 23 Examination Answer Books Forms Administrators Softwoer Lever Arch Files Corrospondee	17	Timetables	Forms	Hard		Lecturer + Head of Department	Head of Department	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 us weat of the diary. Any relevant tecords in the diary. Any relevant tecor										
19 Safe Work Practice sheets (SWP) Forms Soft and heads of departments Download NA Until replace//superseded Head of Department Internal use 20 International States (SWP) Internal States (SWP) Internationa	18	Health & Safety Manuals	Forms	Hard + Soft		Download	NA	7 years	Head of Department	Internal use
20 Diaries Diary Soft Desk Drawers Administrator NA Administrator on year after the current year of the diary. Any relevant necords in the diary. Any relevant d	10		_							
20 Diarles Diary Soft Desk Drawers Administrator NA diary should be filed appropriately. Administrators Internal us 21 General Correspondence Emails Emails Soft Sprive or Lever Arch Files Corrospondee NA Administrator Administrators Internal us 22 General Correspondence for all areas Emails Soft Sprive or Lever Arch Files Corrospondee NA Administrators Administrators Internal us 23 General Correspondence for all areas Emails Forns Hard atl times NA NA Mainestrators Administrators Internal us 23 Examination Answer Books Forns Hard atl times NA NA Mainestrators Administrators Internal us 24 General Correspondence for all areas Forns Hard atl times NA NA Mainestrators Internal us 25 General Correspondence for all areas Forns Hard atl times NA NA Mainestrators Internal us 26 General Correspondence for all area	19	Safe Work Practice sneets (SWP)	Forms	δοπ	and neads of departments	Download	NA	Until replaced/superseded	Head of Department	internal use
20 Diarles Diary Soft Desk Drawers Administrator NA diary should be filed appropriately. Administrators Internal us 21 General Correspondence Emails Emails Soft Sprive or Lever Arch Files Corrospondee NA Administrator Administrators Internal us 22 General Correspondence for all areas Emails Soft Sprive or Lever Arch Files Corrospondee NA Administrators Administrators Internal us 23 General Correspondence for all areas Emails Forns Hard atl times NA NA Mainestrators Administrators Internal us 23 Examination Answer Books Forns Hard atl times NA NA Mainestrators Administrators Internal us 24 General Correspondence for all areas Forns Hard atl times NA NA Mainestrators Internal us 25 General Correspondence for all areas Forns Hard atl times NA NA Mainestrators Internal us 26 General Correspondence for all area								All diaries should be retained for one		
20 Dark Diary Soft Desk Drawers Administrator NA diary should be field appropriately. Administrators Internal us 21 General Correspondence Emails - Letters (Mainy Emails) Soft S Drive or Lever Arch Files Corrospondee NA appropriately. Administrators Internal us 22 General Correspondence for all areas Emails - Letters (Mainy Emails) Soft S Drive or Lever Arch Files Corrospondee NA Agents Administrators Internal us 23 General Correspondence for all areas Emails - Letters (Mainy Emails - Lett										
21 General Correspondence Emails - Letters (Mainy Emails) Soft S Drive or Lever Arch Files Corrospondee NA Spers Administrators Internal us 22 General Correspondence for all areas Emails - Letters (Mainy Emails) Soft S Drive or Lever Arch Files Corrospondee NA Spers Administrators Internal us 23 General Correspondence for all areas Forms Hard at all times NA Spers Administrators Internal us 24 Corrospondence NA NA Until Conclusion of appeals process Head of Department Confidentia 24 Corrospondence NA NA NA Until Conclusion of appeals process Head of Department Confidentia 25 Corrospondence Internal us 26 Internal us 27 Internal us Internal us Internal us Internal us										
21 General Correspondence Name Spension Administrators Internal use 22 General Correspondence for all areas Emails - Letters (Maining Letters	20	Diaries		Soft	Desk Drawers	Administrator	NA	diary should be filed appropriately.	Administrators	Internal use
22 General Correspondence for all areas Emails - Letters (Mainly Emails) Soft S Drive or Lever Arch Files Corrospondee NA Agens Administrators Internal use 23 Examination Answer Books Forms Banner +Storage Room beside Main Office - Kept lockd at all times NA NA Until conclusion of appeals process Head of Department Confidentiation 24 O O O O O O O O 25 O	21	General Correspondence		Soft	S Drive or Lever Arch Files	Corrospondee	NA	3 years	Administrators	Internal use
22 General Correspondence for all areas Emails) Soft S Drive or Lever Arch Files Corrospondee NA 3 years Administrators Internal us 23 Examination Answer Books Forms Hard Binner +Storage Room beside Main Office - Kept Joked NA NA NA Na Head of Department Head of Depar										
23 Examination Answer Books Forms Hard at al times NA Until conclusion of appeals process Head of Department Confidentiation 24	22	General Correspondence for all areas		Soft		Corrospondee	NA	3 years	Administrators	Internal use
24	1 22	Furningting Annual Deale	Farme	Used				I latil conclusion of concells a second	lined of Departure of	Confidential Data
25			PUTITIS	narð	at an times	NA	INA	UTIUI CONCIUSION OF APPEals process	nead of Department	Confidential Data
27	25	1					1			
28 Image: Constraint of the second	26									
Staff Lists: Each Administrator hold contact numbers for each Lecturer should they										
Staff Lists: Each Administrator hold contact numbers for each Lecturer should they	28	4								
	29									
	1	Staff Lists: Each Adminsitrator hold contact numbers for each Lecturer should they								
	30	need to be reached. No personal details kept these are kept in the HR Department.								
Application Forms: Originals kept in Admissions office, only copies kept in	21									
31 Administration Office for duration of programme then moved to storage for 3-5 years	31	Authinistration Office for duration of programme then moved to storage for 3-5 years					+			
Staff Expenses: Expenses are sent to Payroll and submitted to CORE for payment. A	1	Staff Expenses: Expenses are sent to Payroll and submitted to CORE for payment. A								
32 copy of expense claim forms are kept on Lever Arch File in Administration Office.	32									

A	В	С	D	E	F	G	н	
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	Administration Stan	Lecturer	3 years	Lecturer	Public Data
S Module content generation	Computer Programme	Solt	Computer	Lecturer	Lecturer	3 years	Lecturer	Public Data
	Book - Lecturers Names and Phone numbers kept for Contact							
5 Staff lists, addresses and contact numbers	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
Correspondence, documentation and reports from relevant			Shared Hard Drive on Computer - Access to files for staff and heads of departments or					
professional Bodies	Forms	Hard + Soft	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
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
0 White Sheets - Results	Forms	Hard	Lectureres	Lecturer	Lecturer	Duration of Programme or as long as exam answer books	Lecturer	Confidential Data
 Exam papers and marking schemes/model answers 	Forms	Soft +Hard	Truekrupt - Online Storage for Exam Papers	Lecturer	Lecturer	5 Years		Internal use
Minutes of meetings - Course Boards, Senior Management of th	ne							
2 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
					,	2 1003		
3 Financial and Budgetary Information (Stored Centrally on Agree	so) 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
4 Staff Expenses Claim Documentation	Forms	Hard	Each Head of Department has expenses documents - Lever Arch Files	Heads of Departments	Head of Department	Zvears	Head of Department	Confidential Data
5 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
6 Health & Safety Manuals	Form	Soft	Computer File	Standard Manual	N/A	7 years	Department	Internal use
7 Safe Work Practice sheets (SWP)	Form	Soft	Computer File	Standard Manual	N/A	Until replaced/superseded	Head of Department	Internal use
Sure work indeace sincers (swift)	Tom	2010	comparentine	Standard Mandar	146	All diaries should be retained for one year after the current	field of beparement	internarase
						year of the diary. Any relevant records in the diary should be		
0 Diselas	Distas	Used	Each Administrator has own Diary	N/A	21 (2		Administrator	Internal use
8 Diaries 9 General Correspondence	Diaries Letters + Emails	Hard Soft +Hard	S Drive or Hard Copies in Lever Arch File on Shelf in Main Office	N/A Administration Staff	N/A N/A	filed appropriately.	Administrator Administration Staff	Internal use
0 General Correspondence for all areas	Letters + Emails	Soft +Hard	S brive or Hard Copies in Lever Arch File on Shell in Main Office	Administration Staff	N/A N/A	3 years 3 years	Administration Staff	Internal use
1 Examination Answer Books	Letters + Emails Forms	Soft +Hard Hard	S Drive of Hard Copies in Lever Arch File on Shelf in Main Office Banner +Storage Room beside Main Office - Kept locked at all times	Administration Staff	N/A N/A	3 years Until conclusion of appeals process	Administration Staff Administration Staff	Confidential Data
2 Continuous Assessment Material		Soft + Hard		Lecturer	N/A N/A			Confidential Data
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
3								
24								
25								
6								
27								
28								
9								
30 Banner: Computerised Systems								
1		1						
Staff Expenses: Each head of department has their own expense		1						
Claim form and reciepts sent over to payroll for processing and								
2 payment. Each head of department keeps copies in lever arch f		1						
Timetables: Each Lecturer would keep their own records re								
33 timetables.								
Part time Teaching Records: Ammending is NA as once they are					1			
sent in they are checked to make sure there is no error before								
4 they are loaded on to CORF		1			1			
34 They are loaded on to CORC			1					

	А	В	C	D	F	F	G	н	
1	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
	continuous usacisment results	101115	Hard	boxes mice on sherica	Lectorer	Lecturer	remanent		connectital bata
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
					Students- Originals held in				
9	Student Application forms - Copies	Form	Hard	Lever Arch Files - Administration Office	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
								1	
111	Forma and an eliter action of a set of	F	Soft +Hard	Truekrupt - Online Storage for Exam Papers (See Note	1		E Maran	Administrate (UOD	lateral use
11	Exam papers and marking schemes/model answers	Forms	Soft +Hard	below)	Lecturer	Lecturer	5 Years	Administrator/HOD	Internal use
12	School publications	General	Hard +Soft	Computer	Administrator/HOD/Lecturer	n/n	Permanently	Department Heads	Public Data
12	school publications	General	maru +sort	Computer Shared Hard Drive on Computer - Access to files for staff	Automistrator/HOD/Lecturer	n/a Administration	remanenty	Department Heads	Fublic Data
12	Minutes of meetings - Course Boards, Senior Management of the School	Forms	Soft + Hard	and heads of departments	Administration Staff	Staff/HOD	5 Years	Department Heads	Internal use
13	winutes or meetings - Course Boards, Senior Management of the School	Forms	SUIL + Mard	Agresso - Each Head of Department has their own	Aummistration Statt	stany HUD	5 TEdis	Department Heads	Internal use
14	Financial and Budgetary Information (Stored Centrally on Agresso)	Computer Programme	Soft	budgets	нор	нор	7 years	HOD	Confidential Data
17	mancial and Budgetary mormation (Stored Centrally on Agresso)	computer Programme	5010	budgets	nob	nob	/ years	1100	connuential Data
				Each Head of Department has expenses documents -	1	Administrator & staff			
15	Staff Expenses Claim Documentation	Forms	Hard + Soft	Lever Arch Files also kept on CORE	Staff Making Claim	member	7years	Administration Staff	Confidential Data
		101115	nara - soit	Hours loaded onto CORE, copy kept with each	Each Lecturer submits Hours				Sector Barbarbarbarbarbarbarbarbarbarbarbarbarba
16	Part-time teaching hours records	Forms	Hard	Administrator per HOD	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
	Health & Safety Manuals	Form	Soft	Computer File	Standard Manual	N/A		Department	Internal use
	Safe Work Practice sheets (SWP)	Form	Soft	Computer File	Standard Manual	NA	Until replaced/superseded	NA	Internal use
1							All diaries should be retained for one year after the current		
1							year of the diary. Any relevant records in the diary should		
20	Diaries	Manual & Outlook	Soft + Hard	Computer + Desk	Individuals	Individuals	be filed appropriately.	Staff member concerned	Internal use
1				S Drive or Hard Copies in Lever Arch File on Shelf in Main					
21	General Correspondence	Letters + Emails	Soft +Hard	Office	Administration Staff	N/A	3 years	Administration Staff	Internal use
				S Drive or Hard Copies in Lever Arch File on Shelf in Main					
22	General Correspondence for all areas	Letters + Emails	Soft +Hard	Office	Administration Staff	NA	3 years	Administration Staff	Internal use
23									
24									
25									
1									
1	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									
1									
1									
1	Note: Each HOD has his/her own Administrator. Each Administrator has own								
	files relating to Department, Corrospondence wit Prof Bodies, Copies of Student								
<u>28</u> 29	Applications, copies of PT Lecturers payments after loaded to CORE								
29	Carff Francesco Administration has service for the first of the first of the								
1	Staff Expenses: Administrator has copies from each claim for their Department,								
20	Lever Arch Files. Claim form and reciepts sent over to payroll for processing and payment.								
30									1
31	Lecturers have details of their own Timetables. Admin staff will have access to							1	1
32									
32	Lecturers timetables also. Retained on Syllabus								1
33									1
54									1
25	Exam answer books box filed each August and transferred to Carrolls Building.								

	А	В	С	D	E	F	G	Н	I
1	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
				Truekrupt - Online Storage for Exam					
12	Exam papers and marking schemes/model answers	Forms	Soft +Hard	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
	Minutes of meetings - Course Boards, Senior Management of the			Shared Hard Drive on Computer - Access to files for staff and heads of					
	School	Forms	Soft +Hard	departments	Administration Staff	Administrator Administrator/Fin	5 Years	Head of School	Internal use
15	Financial and Budgetary Information	Computer Programme	Soft	Agresso Payment is submitted to CORE for	Administrator/Finance	ance	7 years	Finance	Confidential Data
16	Staff Expenses Claim Documentation	Forms	Hard	Payment. Administrator has copies only	Staff submitting Claim	NA	7years	Payroll Department	Confidential Data
	Part-time teaching hours records	Forms	Hard	Hours loaded onto CORE, copy kept in Administrators Office		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
							All diaries should be retained for one year after the current year of the diary. Any relevant records in the diary should		
	Diaries	Diaries	Hard + Soft	Desk Drawer + Outlook	Individuals	Individuals	be filed appropriately.	Various Administrator/	Internal use
	General Correspondence for all areas	Forms	Soft	Emails used for correspondence Lever Arch Files on Shelves +	Correspondee	NA	3 years	School Office Administrator/	Internal use
	Records of FAS Apprentice Examination Results	Forms	Soft + Hard	Computer Lever Arch Files on Shelves +	Lecturer	Lecturers	Permanently	School Office Administrator/	Confidential Data
	Records of FAS Apprentice Examination Board Meetings	Forms	Soft + Hard	Computer Lever Arch Files on Shelves +	Lecturer	Lecturers	Permanently	School Office Administrator/	Confidential Data
	Records of FAS Apprentice Registration Data	Forms	Soft + Hard	Computer	Lecturer	Lecturers	Permanently	School Office Administrator/	Confidential Data
	Records of FAS Apprentice Examination Schedules	Forms	Hard	Lever Arch Files on Shelves Lever Arch Files on Shelves +	Lecturer	Lecturers	3 years	School Office Administrator/	Confidential Data
	Records of FAS Apprentice Quality Assurance Reports Examination Answer Books	Forms Computer Programme	Soft + Hard Soft	Computer Banner	Lecturer	Lecturers	3 years Until conclusion of appeals process	School Office Head of School	Confidential Data Confidential Data
	Examination Answer Books Continuous Assessment Material	Computer Programme	Soft	Banner	Lecturer	Lecturers	Until conclusion of appeals process	Head of School	Confidential Data
30		computer riogramme	5010	banner		Lecturers			Connaciliai Data

	А	В	С	D	E	F	G	н	I
	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.								

Interview Data Set Finance Office Consent Type Storage Create Ability A Amedi Retention Period Constant Electron Period Constant Strate Conspan="2">Computer Finance Office Display Strate Constant Display Display Strate Constant Display	I
3 Completed (SNL) From: Enail Start Heart Computer - Insace Office Supplier Styens Secretary/Huncal constraints 4 Deleves and Fenders Online + Form Soft Hard Finance Office Finance Office Tisance Of	an Data Class
4 Delmey Docksts Online + Form Soft +Hard Finance Office Suppler	ntroller Confidential Data
Source and render. Online + from Online + from Online + from Instruct Office Finance Office Finance Office Secretary/Timundi con 7 Purchase mores (oper and online) Online + from Form Ford Finance Office Finance Office Secretary/Timundi con 8 Copies of weekly Creditor payment runs: Cheque and EFT runs. Form Frant Finance Office Finance Office Finance Office Secretary/Timundi con 9 Creditor Tax Chalutions Form Hard Finance Office Finance Office Secretary/Timundi con 10 Promt gament interest calculations completed online NA Form Hard Finance Office Secretary/Timundi con 11 Monthy creditors statements Form Hard Finance Office Secretary/Timundi con 12 Tax Carance Certificates Hard - Enance Finance Office Finance Office Finance Office Finance Office Secretary/Timundi con 13 Bank transfer form (paid) Hard - Enance Soft Hard Finance Office Finance Office Finance Office Finance Office Finance Office Secretary/Timundi con 14 Cancele cheque file Hard - Enance Finance Office Finance Office Finance Office Finance Office <td>ntroller Confidential Data</td>	ntroller Confidential Data
Burchase orders (copies and online) Online + form Grift + Hard Finance Office	ntroller Confidential Data
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29 Working files for pay and non- pay expenditure for operating programme budgets Hard + Email Soft +Hard Finance Office	ntroller Confidential Data
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38 All Financial 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 con	ntroller Confidential Data
41 Copies of financial procedures Hard + Email Soft +Hard Administrator Office Administrator Permanent Secretary/Financial con	ntroller Confidential Data
42 Interim and final financial reports submitted to awarding bodies Hard + Email Soft +Hard Administrator Office Administrator Administrator Is years Secretary/Financial con	ntroller Confidential Data
43 Accumulate Surplus and commitments reports Hard + Email Soft +Hard Administrator Office Administrator 7 years Secretary/Financial con	ntroller Confidential Data
44 Financial reports for student assistance and disability reports. Admissions reference Soft +Hard Finance Office Administrator n/a 15 years Secretary/Financial con	ntroller Confidential Data
45 Creditors records - set up forms, amendment forms Hard + Email Soft +Hard Finance Office Finance Office Is years Secretary/Financial con	
46 Creditors Statements (once reconciled with balances) Hard Soft +Hard Finance Office Finance Office Zears Secretary/Financial control	ntroller Confidential Data
47	
48 Older Invoices stored in PJ Carrolss	

	А	В	С	D	E	F	G	н	
1	Data Set (Human Resources)	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
	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.		HR Officer	Permanently	HR Officer	Confidential Data
	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		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	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
	Administration - Letters, Circulars. Superannuation - Certificates of Service, department returns,	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	
	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
	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	Requests for Assistance for Employee Training. Up to 75%. Filed in Lever Arch in					
13	Fees Assistance Programme	Forms + Emails	Soft + Hard	Secure Filing Cabinet in HR Office. Copy sent to		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
	CSO/Statistical reports 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 Permanently	HR Office	Confidential Data Confidential Data
	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	Permantently	HR Office	Confidential Data
19	Maternity Leave	Forms	Hard + Soft	CORE Software + Copy kept on Personel File	Employee requesting Maternity	Employee	Permantently	HR Office	Confidential Data
	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	Permantently	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	Permantently	HR Office	Confidential Data
22	Garda Vetting Forms Staff	Forms	Hard + Soft	Personnel File storage cabinets	Employee supplies completed form	HR	Permanently Permanently while student	HR	Confidential Data
23	Garda Vetting Forms Students	Forms	Hard + Soft	Student Services/ Placement Officers	Students supply completed form	HR	registered	HR	Confidential Data
24 25									
	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								
	Training Course maybe in a Professional or Personal Capacity. 1. Sick Leave: Employee sends in Sick Cert to HR Office to notify HR Department of Sick Leave								
	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 amended CORE Payroll and ensure employee recieves payment								
31	 HR Officer keeps copy of sick cert in Filing Box which is stored in HR Office 								
	 Maternity Leave: Employee notifies HR Department of intended time to be taken for Maternity Leave no later than 4 weeks before date of leave. 								
	 Employee fills out Social Welfare Maternity Leave form. This is signed by her doctor at 24 weeks of pregnancy. 								
35 36	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.								
	Personal Files: These are kept in a securely locked filing cabinet in the HR Managers Office which is locked when not in use.								

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

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

	Α	В	С	D	E	F	G	Н	I
1	Data Set (Estates Office)	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
	Major & Minor Capital Works								
	(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
	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
	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
	Verification Audit Sheets (Soft copy) ISO	Audit files		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
	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, II	nsurance Details, Tax Clearence Certificate, Health & Safety Documents, Safe Pass.							
36	These are scanned onto the computer and stored in the appropirate yea	r 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	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							

	٨	P	6	D	E	E	G		
1	Data Set	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
								External Services	
2	Enterprise Promotion Programme documents							Manager	Confidential Data
	Internal Programmes related to academic enterprise (eg Interns, ACE, Student			PC/Filing	External Services	Programme			
	Enterprise, etc.)			Cabinet/Archive/Unit	Manager/Progra	Manager/External		External Services	
3		As listed in Data Set	Both	34	mme Manager	Services Manager	7 years	Manager	Confidential Data
				0.0 (81)	e				
	 External Programmes (eg Enterprise Platform Programmes, Pre-Incubation Programmes, [NEEP, New Frontiers] etc.) 			PC/Filing Cabinet/Archive/Unit	External Services Manager/Progra	Programme Manager/External		External Services	
4	[NEEP, New Holders] etc.)	As listed in Data Set	Both	34	mme Manager	Services Manager	7 years	Manager	Confidential Data
5	Incubation Programmes								
						Incubation Centre			
c	 Applications for Incubation 	Application Form	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Manager/External Services Manager	7 vears	External Services Manager	Confidential Data
0		Application Form	BUUI	33	Wanager	Services ivialiagei	7 years	Ivialiagei	Connuential Data
		As listed in Data Set plus							
	 Incubation Panel documentation (Panel schedules, Decisions, Letter to Applicant) 	Adjudication Panel				Incubation Centre			
7		Decision Form/Letter to Applicant	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Manager/External Services Manager	7	External Services Manager	Confidential Data
/		Applicant	BOUII	33	Wanager	Services ivialiagei	7 years	wanager	Connuential Data
	 Incubation Client documentation (Pre-requisitite documents such as Insurances, Lease documents, Internal guarterly reviews, Exit reviews, Letter of Acceptance, New Tenant 					Incubation Centre			
	Checklist, Ringmaster Reports, Tenant File, Tenant Tracking Database)	As listed in Data C. :	Death		External Services	Manager/External		External Services	Confidential D
8		As listed in Data Set Customer	Both	35	Manager	Services Manager	7 years	Manager	Confidential Data
		Questionnaire/Exit							
	 Other Documents (Customer Service Questionnaires, Lease Extension Letter) 	Questionnaire/Non							
		Conformanance				Incubation Centre			
		Form/Training Evaluation Form	Both	PC/Filing Cabinet/Unit 35	External Services Manager	Manager/External Services Manager	7 years	External Services Manager	Confidential Data
10	Technology Transfer Services Documents	evaluation form	both		manager	Services Intellager	/ years	wanager	Confidential Data
	 Intellectual Property Policy and Committee (incl. IP Policy, Minutes of Meetings of IP 					Technology Transfer			
	Committee, etc.)	IP Committee Agenda		S;Drive/Folders Unit	External Services	Manager/External		External Services	
11		and Minutes , Ip Policy	Both	38	Manager	Serices Manager Technology Transfer	Permanently	Manager	Confidential Data
	 TT Project Files (incl. related IP Agreeements, NDA, MOU's, Licences, etc.) 			S;Drive/Folders Unit	External Services	Manager/External		External Services	
12	······································	As listed in Data Set	Both	38	Manager	Serices Manager	Permanently	Manager	Confidential Data
	 Campus Company related documents (Applications for CC, Approvals, Agreements, 					Technology Transfer			
4.2	Articles and Registrations, Shareholder Information, etc.)	As listed in Data Cat	Deth	S;Drive/Folders Unit	External Services	Manager/External		External Services	Confidential Data
13		As listed in Data Set	Both	38	Manager	Serices Manager Technology Transfer	Permanently	Manager	Confidential Data
	Applied Research Project Management (FUSION) (Project Support Application, Letter of				External Services	Manager/External		External Services	
14	Offer, Consultancy/Travel Claims, Knowledge Centre Claims, Final Report)	As listed in Data Set	Both	PC/Unit 46	Manager	Services Manager	Permanently	Manager	Confidential Data
					e	Technology Transfer		e	
10	Applied Research Application Proposal Document	Proposal Document/RMS	Both	Filing Cabinet/Unit 46	External Services	Manager/External Services Manager	Permanently	External Services Manager	Confidential Data
15		Offer Letter/ Interview	both	Thing cabinet/onit 40	Wanager	Services wanager	remanentry	Wallager	connuentiar Data
	 New Applied Research Innovation Partnership Project (Offer Letter, Induction Meeting 	Records/Research							
	Checklist)	Assistant				Programme			
16		Chechlist/Induction Meeting Checklist	Both	Unit 46/DkIT Human Resources Office	External Services Manager	Manager/External Services Manager	60 Months from Project Completion	External Services Manager	Confidential Data
10		Weeting checkist	both	Resources office	Wanager	Technology Transfer	Project completion	Wallager	connuential Data
	 Innovation Partnership Project s (Industrial Partner Contribution Invoice, Monthly Report, Interim/Final Report) 				External Services	Manager/External		External Services	
17		As Listed in Data Set	Both	Unit 46	Manager	Services Manager	Permanently	Manager	Confidential Data
	 Innovation Voucher Project Management (Project Terms of Reference, Project Claim 			S;Drive/Folders Unit	External Services	Technology Transfer Manager/External		External Services	
18	Form, Copy of Invoice and Academic Report, etc.)	As Listed in Data Set	Both	38	Manager	Services Manager	Permanently	Manager	Confidential Data
	Strategic Innovation Support documentation related to Special Programmes (eg ICE, ACE,			S: Drive/ Folders/	External Services	External Services		External Services	
19	STS, VITAL, Creative Futures, etc.)	As Listed in Data Set		Archive	Manager	Manager	10 years	Manager	Confidential Data
	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				External Services	External Services	_	External Services	
20	Database, Crisis Management Plan, DFASC Statement, Emergency Evacuation Manual) RDC Administration	As Listed in Data Set		Reception Desk	Manager	Manager	5 years	Manager	Confidential Data Confidential Data
41									connuential Data
		Customer Service/Forms							
		and Records/Internal							
		Audits/ISO Audit Listing/Management							
	 ISO documentation 	Review/Obsolete							
		Files/QAPs Quality							
		Manual/Revision &							
		Circulation/Training/Qua lity Manual	Both	S: Drive/ PC	External Services	External Services Manager	Permanently	External Services Manager	Confidential Data
22		iity wanuai	BOLU	S; Drive/ PC	Manager	wanager	Permanentiy	ivianager	confidential Data
22				1					
22									
22		LINK/RDC Website/RDC							
22		Brochure/Comms			External Services	External Services		External Services	
22	Publicity and marketing Documentation related to RDC/External Services (LINK magazine)		Both	PC	External Services Manager	External Services Manager	1 year	External Services Manager	Confidential Data
22	Publicity and marketing Documentation related to RDC/External Services (LINK magazine)	Brochure/Comms	Both	PC			1 year		Confidential Data
	Publicity and marketing Documentation related to RDC/External Services (LINK magazine)	Brochure/Comms	Both	PC	Manager Programme Manager/External	Manager	1 year Permanentiv		Confidential Data

	А	В	С	D	E	F	G	Н	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
	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									
17									
18	7- Lecturer Payments: Lecturer fills out Part Time Teac	hing Claim Form (HRFO11).							
	Hours approved by LLL. Once approved, uploaded on		iypath						
20	Security : All computers are locked by users if they lea	ve their desk to ensure data stored on Sha	red Drive is secure.						
21	Eacj Staff member has their own name and passsword	which allows access to their desktop and S	Shared Drive						
22	Shared Drive is only accessable by Life Long Learning S	itaff.							
23	Always person or persons present in office. Office is lo	ocked if no staff present to ensure security	of Data in Lever Arch Fil	es.					

	А	В	С	D	E	F	G	н
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
	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
	General Information Files containing a wide range of materials pertinent to the operation and interest of the Presidents Office	Hard Copy	Fi P rd Copy Stored in Lever Arch Files- Held in Presidents Office St		Financial Controller + President	3 years	Presidents Office	Internal use
5	Circular letters and Government Reports	oft + 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
	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 R	oom.com - Web site set up by Jim Mc Cahill					
11								
12	Circular Letter +Government Reports	Letters + Government Report	s come to Presidents Office.					
	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	d by HEA					
15	Current Strategic Plan	Fiona Oster compiling. Copies	held in President's Office					

	А	В	C	D	E	F	G	Н	I	J	К	L
1	Data Set Registrars Office	Content Type	Soft/Hard	Storage	Create	Ability to amend	Retention Period	Custodian	Data Class			
	General Information Files containing a wide range of			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		Registrar/						
	materials pertinent to the operation and interest of the Registrar's office	Forms, Letters, Emails, Minutes, Policies, Procedures and Documents	Hard & Soft	intranet for the relivant audience.	Mulitable sources	Registrar's Secretary	3 years	Registrar	Internal use			
			Coffee and Used	Soft stored on a shared drive accesible by Registrar's Staff. Hard copies held by the Assistant		Assistant Registrar and Assistant Registrar's	Duration of course +		1			
3	New Course Approvals	Forms and Documents	Soft and Hard	Registrar. 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		Secretary Reports amended by external examiners, contracts and payments can be amended by Laura Mc	5 years	Assistant Registrar	Internal use			
	External Examiners Reports, lists of contracts, reports, payments etc	Reports, Contracts, payment details	Hard & Soft	drive accesible by Registrar's Staff, Senior School Admin staff and Laura Mc Kenna.	Examiners and Laura Mc Kenna on behalf of the Registrar' Office	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's Secretary	Permanently	Registrar	Internal Data			
	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			
Π	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			
	Registral 3 Group fraver expenses and timesneets		Thatu		ai ca.							
8 9 10 11 12 13 14 15 16 17 18 19 20												
12 13			-									
14												
15												
17 18												
19 20												
	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.											

	Α	В	С	D	E	F	G	Н	I
1	Data Set	Content Type	Soft/Hard	Storage	Create	Ability to Amend	Retention Period	Custodian	Data Class
				Millenium (Library online					
2	Electronic Publications	E books, Journals + Thesises	Soft	Storage System)	Internal	Internal	Updated on ongoing basis	Library	Students, Staff + Public
				Millenium (Library online					
3	Bibliographic Items	E books, Journals + Thesises	Soft + hard	Storage System)	NA	NA	Updated on ongoing basis	Library	Students, Staff + Public
	Accounts of Planned and Actual								
	Expenditure on Library materials								
4	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
				Millenium (Library online					
8	Archives	Newspapers, Journals + Thesises	Soft + hard	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
				Millenium (Library online					
10	Statistics - feedback	Letters + Emails	Soft + hard	Storage System)	Staff + Students	Staff	4-5 Years	Library	Students, Staff + Public
					Students (Level 7,8				
-	Thesis Publications	Thesises	Soft + hard	Shelves in Library + Millenium	+9)	NA	Permanently	Library	Students, Staff + Public
12									
13	Surveys are conducted in the Library	y on an on going basis.							
	They are conducted by staff								
	memebers and the data is stored								
	on the S Drvie	1							
	The results form the basis of improve								
16	General Corrospondence to other Li	ibraries and writing to students re late	e returns						

	Α	В	С	D	E	F	G	Н	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
					IOTI Template- James McCahill Creates, Governing Body	Chain of Command, ends with			
5	Policies	IT Policies	Soft	S Drive	signs off	Governing Body	7 years	IT Manager	Internal use
					IOTI Template- James McCahill Creates, Governing Body				
6	ISO	Policies	Soft	S Drive	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
				Microsoft Exchange Server - Commons Room					
9	webserver	Computer Programme	Soft	Server	Data Created	Andrew Clarke	3 years	Andrew Clarke	Public Data
				Microsoft Exchange Server - Commons Room					
10	Intranet	Computer Programme	Soft	Server	Data Created	Andrew Clarke	7 years	Andrew Clarke	Internal use
				Microsoft Exchange Server - Commons Room					
	email	Computer Programme	Soft	Server	Data Created	Andrew Clarke	7 years	Andrew Clarke	Confidential Data
	Staff Correspondence	Emails	Soft	Staff Email Accounts	Staff corrosponding	na	Permanent	staff	Confidential Data
	Staff Training	See Note Below	Soft + Hard		See Below		Permanent		Confidential Data
	User Management Account Creation	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	7 years	Barry Carolan	Confidential Data
	User Account Directory	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	7 years	Barry Carolan	Confidential Data
	User Locks management	Computer Programme	Soft	System		Barry Carolan	1 years	Barry Carolan	Confidential Data
	User ID Card management	Computer Programme	Soft	System	Barry Carolan	Barry Carolan	7 years	Barry Carolan	Confidential Data
	Student Attendence System	NA	NA	NA	NA	NA	7 years	NA	Confidential Data
	Helpdesk	G.L.P.I	Soft	NA	See Note Below	IT Techinican	7 years	IT Manager	Confidential Data
	Moodle server management	Computer Programme	Soft	Server	Created by Lecturer for Students	Lecturers	3 years	Andrew Clarke	Confidential Data
	external Mail Service	Student & Staff Mail	Soft	Server	M.S.O 36J	IT Techinican	7 years	IT Manager	Confidential Data
	mail archiver	NA	NA	NA		NA	permanent	NA	Confidential Data
	Data backups	Tivoli Storage Manager	Soft	TSM Online + Tapes		NA	7 years	IT Manager	Confidential Data
	Server Backups Windows	Tivoli Storage Manager	Soft	Automatic Schedule		NA	7 years	IT Manager	Confidential Data
	Server Backups Linux	Linux Server	Soft	Disc Backup		NA	7 years	IT Manager	Confidential Data
	Server Monitoring	OPS View	Soft	No Data Stored	NA	NA	1 year	IT Manager	Confidential Data
27									
28									
	Annual Contracts +Software and Licence Agreemer		ach year within lim	it.					
	If over limit goes to Financial Controller for approve								
	Michael Denihan will make recommendations for n		hill, then to Gover	ning Body for approval					
	Staff Training : If staff require training a request is r								
	once approved staff member goes on Training. De								
34	Help Desk: Staff member or student raises ticket w	ith the help desk, member of IT Staff resolves issu	e.						

A	В	C	D	E	F	G	н	1	1
1 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	
 Examination solutions (held by schools) 				Academic staff		1 year		Confidential	
5 Examination scripts (held by schools)				Student		1 year		Confidential	
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 CORE	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 destro	ed 2 years after stud	ent ceases to be a st	udent provided no litigation is contemplated. ii) first destination info	rmation on graduates & correspondence relating to litigation or disputes which ha	s been completed or settled could be destroyed say 3 years after settlement. III) However, if the disp	ute or litigation were with a member of staff or student, i	should not be destroyed until say 3 years after the memb	er 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									

	A	В	С	D	E	F	G	Н
1	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								

	Α	В	С	D	E	F	G	Н		
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	11 *Including name, address, date of birth, next of kin, socio economic background, places of employment, type of employment, etc									

	А	В	С	D	Е	F	G	Н	I
1	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	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
	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	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									
	Learning & Teaching Sub- committee	Minutes	Soft		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
10	Annual Reports	Reports	Soft		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	Annual Reports	Reports	5010	501110	usuge.		remanentiy		
	CELT Team Meetings	Minutes	Soft		CELT HOD / CELT Co- ordinator	CELT HOD / CELT Co- ordinator	Permanently	CELT HOD / CELT Co-ordinator	
14 15	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		CELT HOD / CELT Co-ordinator / Staff in SLDC	Confidential Data
	Stats for SDLC	Banner Generated Database	Soft		CELT HOD / CELT Co- ordinator / Staff in the SLDC	CELT HOD / CELT Co- ordinator / Staff in SLDC		CELT HOD / CELT Co-ordinator / Staff in SLDC	Confidential Data
17 18	Stats for Staff CPD attandance	Database	Soft		CELT HOD / CELT Co- ordinator / Staff in the SLDC	CELT HOD / CELT Co- ordinator / Staff in SLDC		CELT HOD / CELT Co-ordinator / Staff in SLDC	Confidential Data

	A	В	С
1			
2	NIL RETURN	N for this Se	ction

	A	В	С	D	E	F	G	Н	1
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 F	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 acader	r 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	a Soft and Hard.	Electronic files, emails, folders.	Access Officer	Confidential Data	1 year	Access Officer	Confidential.

	Α	В	С	D	E	F	G	Н	I
1	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

	А	В	С	D	E	F	G	Н	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	11 *list of employers who contact the Careers Service with job opportunities for graduates										