

CCT College Dublin Records Retention Schedule

Introduction and Scope

This Records Retention Schedule is intended to specify the retention period and disposition method of specified records in CCT College Dublin. It is not intended to cover all record series created by CCT College.

The objectives of the retention schedule are to:

- Support records management throughout the College with particular reference to GDPR
- Support organisational compliance with legislation, College regulations and accrediting bodies Ensure preservation of records of permanent value.

Importance of Records Management

Records management ensures that institutional records of vital, historical, fiscal and legal value are identified and preserved and that non-essential records are disposed of in a timely manner according to legislation and best practice.

Ownership of Records

All records that are created by College employees in the course of their work are the property of the College. All records received by the College are also subject to the College's overall information management policy, data protection policy and privacy statement.

Responsibilities of College Employees

This schedule applies to all areas of the College – departments, offices, units and areas of work which form part of the College structure.

The confidentiality of data within records must always be safeguarded. It is the responsibility of each department, office, etc. to ensure that the appropriate security measures are in place for records containing confidential information and each individual to maintain the security of records to which they have access or for which they have responsibility.

When records have reached their retention limit they must be disposed of securely or archived for permanent retention. This is especially important for records containing confidential information, which must be disposed of appropriately.

If the destruction of records service is outsourced, the College should ensure they receive confirmation that secure destruction / deletion has taken place.

Record Type	Retention Period	Final Disposition
Corporate Administration		
Certificate of Company Incorporation, Memorandum and Articles of Association, company register	Retain for the life of the company plus 6 years	Appraise for archiving, otherwise destroy by confidential shredding
Company minutes	Original – retain indefinitely. Copies - retain until no longer required for administrative use	Original - Archive Destroy copies by confidential shredding
Executive Leadership Team and Management Team (MT) minutes	Original – retain indefinitely. Copies - retain until no longer required for administrative use	Original - Archive Destroy copies by confidential shredding / deletion
Advisory Board minutes	Original – retain indefinitely. Copies - retain until no longer required for administrative use	Original - Archive Destroy copies by confidential shredding
Insurance files – fire, public liability etc.	Duration of contract or 7 years, whichever is longer	Appraise content for archiving, otherwise destroy by confidential shredding
Employer Liability files	Retain indefinitely	Archive or preserve electronically
Litigation, claim files including correspondence, judgements etc. of disputes, cases taken against the College	Retain for 7 years after settlement of claim or withdrawal of claim	Destroy by confidential shredding
Board of Director Meeting Minutes	Original – retain indefinitely.	Original - Archive Destroy copies by confidential shredding
Strategic Plans	Retain indefinitely	Appropriate filing / archiving
Government reports directly relating to CCT	Retain indefinitely	Appropriate filing / archiving
Government circular letters	Retain until administrative use ceases or they are superseded	Destroy by confidential shredding
Annual returns (sent to QQI / HEA / government departments)	Retain until no longer required for administrative use	Archive or preserve electronically / migrate to new system when necessary
Records relating to the Protection of Enrolled Learners scheme (PEL)	Retain indefinitely or until scheme ceases	Archive or preserve electronically

Record Type	Retention Period	Final Disposition
Finance Records		
Annual financial statements, final budget reports, audit reports	Retain indefinitely	Archive or preserve electronically
Finance Procedures	Retain until superseded	Appraise for archiving otherwise destroy by confidential shredding
Public funding awards documentation – tender documents, tender reports, contract correspondence etc.	Retain for current year plus 6 years; retain for longer period if required by contract	Appraise for archiving otherwise destroy by confidential shredding
Monthly account records of all income and expenditure transactions, on main operations account	Retain indefinitely	Preserve electronically
Bank statements, bank reconciliation, bank correspondence	Retain for current year plus 6 years	Destroy by confidential shredding / secure deletion from system
Credit card statements	Retain for current year plus 6 years	Destroy by confidential shredding / secure deletion from system
Expense claim forms	Retain for current year plus 6 years	Destroy by confidential shredding / secure deletion from system
Creditor statements	Retain for current year plus 6 years	Destroy by confidential shredding / secure deletion from system
Copy payslips	Retain for current year plus 6 years	Destroy by confidential shredding / secure deletion from system
VAT returns, VAT estimates	Retain for current year plus 6 years	Destroy by confidential shredding / secure deletion from system
Payroll history, pay scales, payslips, staff details, authorisation to deduct tax,	Retain for duration of employment and 5 years after last pension payment	Destroy by confidential shredding / secure deletion from system
Facilities		
Health and Safety Report	Retain indefinitely	Appraise for archival value
Health and Safety Statements	Retain for 5 years after superseded	Destroy by confidential shredding

Record Type	Retention Period	Final Disposition
Facilities and Resources Periodic Review Enhancement Reports, including external provider reports (e.g. Siemens for Fire Alarm system, Noonan for Air Con system etc.)	Retain indefinitely	Appraise for archival value
CCTV images (not required for any legal issue)	Retain for 13 days from date of capture	Secure deletion from system / overwrite
CCTV images required for investigation / legal issue / security purposes	Retain until investigation completed	Secure deletion from system / overwrite
Fixed Asset Register	Retain indefinitely	Archive or preserve electronically
Human Resources		
HR policies and procedures	Retain until no longer required for administrative use	Appraise for archival value, otherwise destroy by confidential shredding
Personnel files – including applications, CV's, references, pension entitlements, health benefits, discipline, industrial relations, attendance record, sick leave, annual leave etc.	Retain for duration of employment and 5 years after last pension payment	Destroy by confidential shredding / secure deletion from IT system
Recruitment Records - Application forms and any other documentation in respect of successful applicants	Successful applicants' data added to personnel file	Destroy by confidential shredding / secure deletion from IT system
Recruitment Records - Application forms and any other documentation in respect of unsuccessful applicants	Retain for 1 year after competition closes	Destroy by confidential shredding / secure deletion from IT system
Staff Handbook	Retain for College record when superseded	Archive or preserve electronically
Student Records		
English language entry test	Retained until end of academic year	Shredding
English language entry test results	Retained for a period of three years	Deletion
Student Application (successful applicants) including any back-up material	Retain for duration of studies plus 3 years	Destroy by confidential shredding / secure deletion from system

Record Type	Retention Period	Final Disposition
Student Application (unsuccessful applicants)	Retain for 1 year	Destroy by confidential shredding / secure deletion from system
Student records including registration, contact details, education details, next of kin, visa details etc.	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Visa holding student registration and attendance record for Department of Justice	Retain for duration of studies	Secure deletion
Record of outstanding fees	Retain electronically until cleared	Secure deletion
Copies of student records held locally for convenience – project work, transcripts, broadsheets etc.	Retain until no longer required for administrative purposes	Destroy by confidential shredding / secure deletion from system
Reasonable accommodation applications	Retain for duration of studies plus one month	Destroy by confidential shredding / secure deletion from system
Student attendance records	Retain for duration of academic year	Destroy by confidential shredding / deletion
Student disciplinary matters - proven	Retain on student record	Archive or preserve electronically / migrate to new system when necessary
Student disciplinary matters – not proven	Retain until case closed	Destroy by confidential shredding / deletion
Academic misconduct / Standards Board cases - proven	Retain on student record	Archive or preserve electronically / migrate to new system when necessary
Academic misconduct / Standards Board cases – not proven	Retain until case closed	Destroy by confidential shredding / deletion
Student academic record	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Student assessments	Retain until 1 month after appeal period of progression / award board	Results added to student record then destroy by confidential shredding or deletion
Student capstone projects	Retain until 1 month after appeal period of progression / award board	Destroy by confidential shredding / secure deletion from system upon request from student
Examination scripts	Retain until 1 month after appeal period of progression / award board	Destroy by confidential shredding or deletion
Exam attendance sheets	Retain until 1 month after appeal period of progression / award board	Destroy by confidential shredding and deletion

Record Type	Retention Period	Final Disposition
Personal Mitigating Circumstances applications	Retain for 1 month post progression / award Board	Retain record of PMC being approved / denied . Destroy application and evidence by confidential shredding / deletion
Recheck, Review, Appeal applications	Retain for 1 month post decision	Retain record of outcome. Destroy application and evidence by confidential shredding / deletion
Deferral of exam	Retain until data added to student record	Destroy by confidential shredding
Student Results	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Final transcripts	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Academic Records		
QA policies and procedures	Retain until superseded	Archive or preserve electronically
Administration files relating to accreditations	Retain until no longer required for administrative purposes	Appraise for archival value, otherwise destroy by confidential shredding
Academic Governance minutes including Academic Council, QA / QE Committee, Board of Examiners, Programme Boards, Programme and Faculty meetings	Retain originals indefinitely	Archive or preserve electronically / migrate to new system when necessary
Annual Monitoring Reports	Retain until no longer required for administrative purposes	Archive or preserve electronically
QA self-assessments	Retain until no longer required for administrative purposes	Archive or preserve electronically
Validation and review reports	Retain until no longer required for administrative purposes	Archive or preserve electronically
External Examiner Register	Retain until no longer required for administrative purposes	Archive or preserve electronically
Programme Validation Register	Retain until no longer required for administrative purposes	Archive or preserve electronically
Certificates of validation	Retain originals indefinitely	Archive or preserve electronically / migrate to new system when necessary

Record Type	Retention Period	Final Disposition
Programme validation applications including appendices	Retain for duration of programme validation period	Archive or preserve electronically
Definitive Programme Document	Duration of programme plus 3 years	Appraise for archiving, otherwise dispose of by confidential shredding
Approved programme schedules	Retain for duration of programme plus 3 years	Appraise for archiving, otherwise dispose of by confidential shredding
Programme Timetables	Retain until no longer required for administrative use	Destroy by confidential shredding / secure deletion from system
Exam papers	Retain for duration of period of validation	Archive or preserve electronically / migrate to new system when necessary
Broadsheets	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Moderation records	Retain until one month after the appeal period following the Board of Examiners	Shredding / deletion
External examiner reports	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Conferring records	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Uncollected parchments	Retain indefinitely	Archive
Student Services		
Student Services and Pastoral Care Committee meeting minutes	Retain indefinitely	Archive
Minutes of class rep meetings	Retain indefinitely	Archive
Student surveys	Retain until no longer required for administrative purposes	Archive
Counselling or medical referral records	Retained until no longer required for administration purposes.	Deletion
Approved accommodation provider records	Retained until provider withdraws service or College discontinues use	Deletion

Record Type	Retention Period	Final Disposition
Library Services		
Library user records	Retain for duration of studies	Destroy by confidential shredding / secure deletion from system
Records relating to outstanding borrowing / fines	Retain for duration of studies and while fine remains outstanding	Destroy by confidential shredding / secure deletion from system
Records relating to borrowing laptops by students	Retain for academic year or longer if any outstanding issues	Destroy by confidential shredding
Communications and Marketing		
Employer database	Update every 12 months, retain for administrative purposes	Destroy by confidential shredding / secure deletion from IT system
Enquiries database	Opt-in required for future communication if enquiry does not convert to student application for given intake	Appraise for marketing communication preferences, otherwise secure deletion from IT system
Promotional literature	Retain until superseded	Appraise for archive, otherwise destroy by confidential shredding
Careers and Alumni		
Graduates lists / database	Retain indefinitely	Archive or preserve electronically. Delete on request.
Statistics of graduates	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
Alumni records	Retain indefinitely	Archive or preserve electronically / migrate to new system when necessary
General		
Correspondence including letters, emails and text messages, except where retained under other record types as identified in this schedule.	Retain until no longer required for administrative use, not normally longer than 1 year.	Appraise for archiving, otherwise dispose of by confidential shredding / secure deletion from system

Record Type	Retention Period	Final Disposition
ICT & Online Learning		
Student log in records	retained for duration of studies plus 1 year	Deletion
Staff log in records	retained for duration of employment plus 1 year	Deletion
Staff email	retained for duration of employment plus 1 year	Deletion
Software licensing	retained indefinitely	Archive
Third party service provision contracts	retained indefinitely	Archive
Recorded classes	retained for a maximum duration of up to 3 months after course completion	Archive
Pre-recorded lectures	retained until college determines no longer required for the purpose it was created	Archive
Discussion forum posts	retained for a maximum duration of up to 2 years following cohort completion	Deletion
Recorded student presentations	retained for duration of studies plus 1 year	Deletion
Submissions to ARC	retained indefinitely or until author requests removal	Deletion on request
Expert gallery profiles	retained until year end after individual leaves	Deletion

POLICY CONTROL SHEET

Policy Title	Records Retention Schedule
Responsible Officer(s)	Dean of Academic Affairs, Dean for Admin and Finance
Issuance Date	June 2025
Effective Date	June 2025
Last Review Date	Feb 20220
Supersedes	Version 1.0
Next Review Date	August 2026
Designated Reviewer	Dean of Academic Affairs, Dean for Admin and Finance
Scope	All staff

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Schedule	February 2020	New scheduling comprehensively detailing retention periods and final disposition of all records.	Dean of Academic Affairs	ELT
Version 1.1	June 2025	Minor updates for presentation purposes	Dean of Academic Affairs	Academic Council
Version 1.2	Nov 2025	Edited for accuracy and completeness following external review of policy	External Review of Policy organised by Board of Directors	Academic Council

References upon which the Policy section is based

CCT Policy area	Information Management
Statutory & System Wide Basis	The Irish Qualifications and Quality Assurance (Education and Training) Act, 2012; QQI Core Statutory Guidelines for Quality Assurance EU GDPR
Related CCT Policies / Forms	CCTP1001 Privacy Statement CCTP1002 Data Protection Policy