

Unit	ACA	Academic Affairs				
AA-01	Academic Affairs: Operations					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Academic Policies & Procedures	Date of Approval	10 years	Archive	Industry Standard	Public	Asst Head, Academic Affairs – Quality Framework
Academic Affairs meetings records	Date of meeting	5 years	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Copyright Licence (Issued by the Irish Copyright Licence Agency)	Receipt of annual licence	10 years	Destroy	Required to confirm valid licence received each year	Public	Asst Head, Academic Affairs – Operations
Irish Copyright Licence workings	Receipt of annual invoice	1 Year	Destroy	Annual calculation for licence fee	Internal	Asst Head, Academic Affairs – Operations
Signed Minutes of Academic Council	Date of meeting	Permanent	Archive	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Correspondence to Academic Council	Date of correspondence	5 years	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Correspondence from academic council to all staff	Date of correspondence	1 year	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Minutes of University Programmes Board	Date of meeting	Permanent	Archive	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Minutes of: Academic Quality Assurance & Enhancement Committee, Student Experience Committee, Academic Regulations, Policies & Procedures Oversight Committee	Date of meeting	5 years	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Policy documents and correspondence for QQI, HEA, DoES, IHEQN, FETAC, IUA, SOLAS etc.	Date of document validity, until superseded	10 years	Destroy	Industry Standard	Public	Asst Head, Academic Affairs – Operations
Recognition of Prior Learning policy and associated records	Until superseded	Permanent	Archive	Required for background on the establishment of RPL principles & policy at the University	Public	Asst Head, Academic Affairs – Operations

Legacy awards - schedule of current and former major awards	Until superseded	Permanent	Archive	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Circular letters and government reports	Until superseded	10 years	Destroy	Industry Standard	Public	Asst Head, Academic Affairs – Operations
External Examiners – appointment packs, correspondence, copy contracts (Terms of Information)	After nomination ratified	7 years	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
External Assessors – appointment packs, correspondence, claim forms	After review/validation completed	7 years	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
Records relating to litigation or disputes which are completed or settled	End of litigation or dispute	7 years	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Panel of Inquiry Appeal records where a breach is deemed to have taken place	End of appeal period	7 years	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Panel of Inquiry Appeal records where a breach is <b>NOT</b> deemed to have taken place	End of appeal period	Retain until the investigation is completed.	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Academic Integrity Breach (level 3) Appeal records where a breach is deemed to have taken place	End of appeal period	Retain as per sanction	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Academic Integrity Breach (level 3) Appeal records where a breach is <b>NOT</b> deemed to have taken place	End of appeal period	Retain until the investigation is completed.	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Fitness to Continue to Study/Practice Panel Appeal records	End of appeal period	5 years minimum	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Student discipline records (major offences), where an offence is deemed to have taken place	Duration of studies	10 years	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Student discipline records (major offences), where an offence is <b>NOT</b> deemed to have taken place	End of investigation	Retain until the investigation is completed.	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Student discipline records (minor offences), where an offence is deemed to have taken place	Duration of studies	7 years	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations

Student Academic complaints - including complaint form, outcome of investigation and other relevant records - Formal Complaint	End of investigation	5 years	Destroy	In accordance with university's Student Academic Complaints Procedure	Confidential	Asst Head, Academic Affairs – Operations
Academic Complaints by Students - Formal Procedure not Initiated	Last action	2 years	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Student Excellence Awards	Date of approval at Academic Council	Permanent	Archive	Part of permanent record, maintained indefinitely to accommodate students returning years later seeking evidence of receipt of an award	Internal	Asst Head, Academic Affairs – Operations
Extenuating Circumstances and Professional Opinion Forms	Exams and submission of assessments	13 months	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Operations
Assessment appeals documentation	End of appeal period	7 years after the appeal or whenever the student ceases to be a student, whichever is longer	Destroy	Statute of limitations for a breach of contract claim plus 1 year to allow time for receipt of notice of the claim	Confidential	Asst Head, Academic Affairs – Operations
Budgetary Documentation – Invoices for day-to-day activities such as renewal of software licenses and budget submission records	End of administrative use	7 years Financial	Destroy	Industry Standard	Internal	Asst Head, Academic Affairs – Operations
<b>AA-02</b>	<b>Academic Affairs: Quality Framework</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
Approved taught programme development & delivery documents	End of active use	Permanent	Archive	Part of permanent and legal record, maintained indefinitely to accommodate students returning years later seeking evidence of completion of modules, programme etc.	Public	Asst Head, Academic Affairs – Quality Framework
School review / Programmatic review / Institutional review records, including panel reports	End of review process	Permanent	Archive	Industry Standard	Public	Asst Head, Academic Affairs – Quality Framework

New programme approvals	Duration of programme	5 years	Destroy	Industry Standard	Public	Asst Head, Academic Affairs – Quality Framework
Programme / module amendments	Duration of programme	5 years or duration of programme	Destroy	Curriculum management	Public	Asst Head, Academic Affairs – Quality Framework
<b>AA-03</b>	<b>Academic Affairs: Learning, Teaching &amp; Assessment</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
LTA Programmes deferral/withdrawal records	End of academic year	13 months	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Learning, Teaching & Assessment
LTA Programmes continuous assessments /practicals /project student materials	End of academic year	13 months	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Learning, Teaching & Assessment
LTA Programmes pre-assessment board reports, including data re. Internal/external examiner reports	End of academic year	13 months	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Learning, Teaching & Assessment
LTA Programmes student records: admissions, programme application forms	End of academic year	13 months	Destroy	Industry Standard	Confidential	Asst Head, Academic Affairs – Learning, Teaching & Assessment
LTA Programmes student broadsheets of results up to and including academic year 2024/25 (from academic year 2025/26 onwards, the Exams Office, Grangegorman will be the source of such records)	End of academic year 2024/25	Permanent	Archive	Part of permanent and legal record, maintained indefinitely to accommodate students returning years later seeking evidence of completion of modules, programme etc.	Confidential	Asst Head, Academic Affairs – Learning, Teaching & Assessment
<b>AA-04</b>	<b>Academic Affairs: Curriculum Management</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
Programme and module codes issued - listing	Until superseded	10 years	Archive	Permanent record for tracking purposes, preventing duplication	Internal	Academic Information Systems Senior Manager – Curriculum Management
Curriculum related software applications - training resources	Until superseded	Until superseded	Destroy	Industry Standard	Internal	Academic Information Systems Senior Manager – Curriculum Management
Student Records Management System software – programme data	Until superseded	Until superseded	Archive	Part of permanent and legal record, maintained indefinitely to accommodate students returning	Internal	Academic Information Systems Senior Manager – Curriculum Management

				years later seeking evidence of completion of modules, programme etc.		
Programme and Module Catalogue software – programme data	Until superseded	Until superseded	Archive	Part of permanent and legal record, maintained indefinitely to accommodate students returning years later seeking evidence of completion of modules, programme etc.	Internal	Academic Information Systems Senior Manager – Curriculum Management
Examinations Management System software – exam papers data	Until superseded	Until superseded	Archive	Exam paper archive retained for student use (past papers)	Internal	Academic Information Systems Senior Manager – Curriculum Management
Curriculum related software applications – reporting outputs	Report completed	1 year	Destroy	Industry Standard	Confidential	Academic Information Systems Senior Manager – Curriculum Management
<b>AA-05</b>	<b>Academic Affairs: Virtual Learning Environment (VLE)</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
Brightspace Account details - Staff	Retirement / Deceased / Resignation from TU Dublin	13 months	Destroy	Academic Year +1 month allows transfer of course data if required	Confidential	Academic Information Systems Senior Manager – VLE
Brightspace Account details - Student	Graduation/Withdrawal from programme	6 months	Destroy	In line with Active Directory/O365 account deletion process. IG status +6 months	Confidential	Academic Information Systems Senior Manager – VLE
Brightspace Account details - External Examiner / External Lecturer	Expiry of contract	3 months	Destroy	No longer an employee/service provider to TU Dublin	Confidential	Academic Information Systems Senior Manager – VLE
<b>AA-06</b>	<b>Academic Affairs: Digital Education</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
Screen recording and video editing software accounts details	Inactivity from beginning of calendar year	3 years	Destroy	Industry Standard	Confidential	Digital Education Manager

Polling and Q&A software accounts details	Inactivity from beginning of calendar year	3 years	Destroy	Industry Standard	Confidential	Digital Education Manager
<b>AA-07</b>	<b>Academic Affairs: Education Innovation</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Data Steward/Data Manager</b>
Student Feedback Reports and Statistics	Current Year	10 years	Destroy	To enable trend analysis over time	Internal	Education Innovation Manager

<b>Record</b>	The record type	<b>*Data Classification</b>	<b>Description</b>
<b>Trigger</b>	Event that prompts the start of retention period	Public Data	May be viewed by all members of TU Dublin and the public. Data should be classified as Public when the disclosure, alteration or destruction of that data would result in little or no risk to the University and its affiliates. Such data is often made available to the public via the TU Dublin website. This data will not cause harm to any individual, group, or to the University if made public.
<b>Retention Period</b>	Period for which the records should be retained	Internal Data	Information that can be used and shared within TU Dublin but would not be appropriate to be known to people outside the University. This data could be released to the public under Freedom of Information legislation
<b>Action</b>	The action to be taken when the non-current period has expired	Confidential Data	Accessible only to relevant members of staff of TU Dublin or designated third parties who require it to perform their duties.
<b>Rationale</b>	The basis on which the Action is recommended		
<b>Data Classification</b>	The security classification category assigned to the records (see across) *		
<b>Data Steward/Data Manager</b>	The title of the officeholder primarily responsible for the records and for ensuring implementation of the RRS in respect of those records. The job title should be entered rather than individual name, preferable as personnel may change over time.		

Date Approved by Head of Function	26/08/2025
Date Reviewed by Information Governance Office	27/08/2025
Date of Last Review	27/08/2025