Unit	ACA	Academic Affairs				
AA-01	**Academic Affairs: Operations**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Owner**
Academic Policies & Procedures	Date of Approval	10 years	Archive	Industry Standard	Public Data	Asst Head, Academic Affairs – Quality Framework
Academic Affairs meetings records	Date of meeting	5 years	Destroy	Industry Standard	Internal Data	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 Data	Asst Head, Academic Affairs – Operations
Irish Copyright Licence workings	Receipt of annual invoice	1 Year	Destroy	Annual calculation for licence fee	Internal Data	Asst Head, Academic Affairs – Operations
Signed Minutes of Academic Council	Date of meeting	Permanent	Archive	Industry Standard	Internal Data	Asst Head, Academic Affairs – Operations
Correspondence to Academic Council	Date of correspondence	5 years	Destroy	Industry Standard	Internal Data	Asst Head, Academic Affairs – Operations
Correspondence from academic council to all staff	Date of correspondence	1 year	Destroy	Industry Standard	Internal Data	Asst Head, Academic Affairs – Operations
Minutes of University Programmes Board	Date of meeting	Permanent	Archive	Industry Standard	Internal Data	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 Data	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	Date of document validity, until superseded	10 years	Destroy	Industry Standard	Public Data	Asst Head, Academic Affairs – Operations

Recognition of Prior Learning policy and associated records	Until superseded	Permanent	Archive	Required for background on the establishment of RPL principles & policy at the University	Public Data	Asst Head, Academic Affairs – Operations
Legacy awards - schedule of current and former major awards	Until superseded	Permanent	Archive	Industry Standard	Internal Data	Asst Head, Academic Affairs – Operations
Circular letters and government reports	Until superseded	10 years	Destroy	Industry Standard	Public Data	Asst Head, Academic Affairs – Operations
External Examiners – appointment packs, correspondence, copy contracts (Terms of Information)	After nomination ratified	7 years	Destroy	Industry Standard	Internal Data	Asst Head, Academic Affairs – Operations
External Assessors – appointment packs, correspondence, claim forms	After review/validation completed	7 years	Destroy	Industry Standard	Internal Data	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 Data	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 Data	Asst Head, Academic Affairs – Operations
Panel of Inquiry Appeal records where a breach is **NOT** deemed to have taken place	End of appeal period	Retain until the investigation is completed.	Destroy	Industry Standard	Confidential Data	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 Data	Asst Head, Academic Affairs – Operations
Academic Integrity Breach (level 3) Appeal records where a breach is **NOT** deemed to have taken place	End of appeal period	Retain until the investigation is completed.	Destroy	Industry Standard	Confidential Data	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 Data	Asst Head, Academic Affairs – Operations
Student discipline records (major offences), where an offence is deemed to have taken place	Duration of studies	10 years (tbc)	Destroy	Industry Standard	Confidential Data	Asst Head, Academic Affairs – Operations
Student discipline records (major offences), where an offence is **NOT** deemed to have taken place	End of investigation	Retain until the investigation is completed.	Destroy	Industry Standard	Confidential Data	Asst Head, Academic Affairs – Operations

Student discipline records (minor offences), where an offence is deemed to have taken place	Duration of studies	7 years (tbc)	Destroy	Industry Standard	Confidential Data	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 Data	Asst Head, Academic Affairs – Operations
Academic Complaints by Students - Formal Procedure not Initiated	Last action	2 years	Destroy	Industry Standard	Confidential Data	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 Data	Asst Head, Academic Affairs – Operations
Extenuating Circumstances and Professional Opinion Forms	Exams and submission of assessments	duration of the relevant academic year, plus one academic year	Destroy	Industry Standard	Confidential Data	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 Data	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 Data	Asst Head, Academic Affairs – Operations
AA-02	**Academic Affairs: Quality Framework**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Owner**
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	Public Data	Asst Head, Academic Affairs – Quality Framework

				evidence of completion of modules, programme etc.		
School review / Programmatic review / Institutional review records, including panel reports	End of review process	Permanent	Archive	Industry Standard	Public Data	Asst Head, Academic Affairs – Quality Framework
New programme approvals	Duration of programme	5 years	Destroy	Industry Standard	Public Data	Asst Head, Academic Affairs – Quality Framework
Programme / module amendments	Duration of programme	5 years or duration of programme	Destroy	Curriculum management	Public Data	Asst Head, Academic Affairs – Quality Framework
AA-03	**Academic Affairs: Learning, Teaching & Assessment**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Owner**
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	End of academic year 2024/25	Permanent	Archive	Part of permanent and legal record, maintained	Confidential	Asst Head, Academic Affairs – Learning,

(from academic year 2025/26 onwards, the Exams Office, Grangegorman will be the source of such records)				indefinitely to accommodate students returning years later seeking evidence of completion of modules, programme etc.		Teaching & Assessment
AA-04	**Academic Affairs: Curriculum Management**					
Records	**Trigger**	**Retention period**	**Action**	**Rationale**	**Data Classification**	**Owner**
Programme and module codes issued - listing	Until superseded	10 years	Archive	Permanent record for tracking purposes, preventing duplication	Internal Data	Academic Information Systems Senior Manager – Curriculum Management
Curriculum related software applications - training resources	Until superseded	Until superseded	Destroy	Industry Standard	Internal Data	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 years later seeking evidence of completion of modules, programme etc.	Internal Data	Academic Information Systems Senior Manager – Curriculum Management
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 Data	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 Data	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
AA-05	**Academic Affairs: Virtual Learning Environment (VLE)**					
Records	**Trigger**	**Retention period**	**Action**	**Rationale**	**Data Classification**	**Owner**
Brightspace Account details - Staff	Retirement / Deceased / Resignation from TU Dublin	13 months	Destroy Purge accounts that have been inactive for the last 13 months	Academic Year +1 month allows transfer of course data if required	Confidential Data	Academic Information Systems Senior Manager – VLE
Brightspace Account details - Student	Graduation/Withdrawal from programme	6 months	Destroy Purge accounts after Student Status is **IG** "Inactive due to graduation"	In line with Active Directory/O365 account deletion process. IG status +6 months	Confidential Data	Academic Information Systems Senior Manager – VLE
Brightspace Account details - External Examiner / External Lecturer	Expiry of contract	3 months	Destroy Purge Account on termination/expiry of TU Dublin Contract/MOA	No longer an employee/service provider to TU Dublin	Confidential Data	Academic Information Systems Senior Manager – VLE
AA-06	**Academic Affairs: Digital Education**					
Records	**Trigger**	**Retention period**	**Action**	**Rationale**	**Data Classification**	**Owner**

Screen recording and video editing software accounts details	Beginning of calendar year	3 years	Purge accounts that have been inactive for the last 3 calendar years	In accordance with the DPIA	Confidential Data	Digital Education Manager
Polling and Q&A software accounts details	Beginning of calendar year	3 years	Purge accounts that have been inactive for the last 3 calendar years	In accordance with the DPIA	Confidential Data	Digital Education Manager
AA-07	**Academic Affairs: Education Innovation**					
Records	**Trigger**	**Retention period**	**Action**	**Rationale**	**Data Classification**	**Owner**
Student Feedback Reports and Statistics	Current Year	10 years	Destroy	To enable trend analysis over time	Internal Data	Education Innovation Manager

Record	The record type	***Data Classification**	**Description**
Trigger	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.
Retention Period	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
Action	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.
Rationale	The basis on which the Action is recommended		
Data Classification	The security classification category assigned to the records (see across) *		
Owner	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	
Date Reviewed by Information Governance Office	
Date of Last Review	