

UNIT	CE	Campus & Estates				
CE-01	Campus & Estates: Capital & Minor Projects					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Owner
Safety Files	End of project	Permanent	Archive	Statutory requirement and building information	Internal Data	Senior Project Manager Capital Works
Capital Works Management Framework Tender files	Project completion	7 years from completion of project. * Exceptions: Collateral warranties, Contract documentation, and financial funding records	Destroy by confidential shredding/secure deletion of files	To facilitate statutory audit compliance	Public Data	Senior Project Manager Capital Works
Major maintenance and conservation.	Project completion	Permanent	Archive	Property lifetime	Internal Data	Senior Project Manager Capital Works
Fire certificates.	Project commencement	Permanent unless superseded.	Archive	Statutory requirement	Internal Data	Senior Project Manager Capital Works
Disability access certificates	Project commencement	Permanent unless superseded.	Archive	Statutory requirement	Internal Data	Senior Project Manager Capital Works
Minor maintenance/repurposing	Project completion	Project completion + 7 years	Archive	Planning enforcement proceeding can be initiated within 7 years of completion of development	Internal Data	Senior Project Manager Capital Works
Asbestos register	discovery	Permanent	Archive	Legal requirement	Internal Data	Senior Project Manager Capital Works
Building fabric maintenance	Project completion	Permanent	Archive	For continuity/oversight of maintenance.	Internal Data	Senior Project Manager Capital Works

CE-02	Campus & Estates: Campus Security					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Owner
ID Card Photographs	Cessation of employment	3 years	Destroy	Data Protection	Confidential Data	Systems Manager
ID Card Request Form	After Last Action	3 years	Destroy	Data Protection	Confidential Data	Systems Manager
Contractor Induction Checklists	Until superseded	3 years	Review	Industry Standard	Confidential Data	Chief Infrastructure Officer
Visitors Books	Current year	5 years	Destroy	Industry Standard	Confidential Data	Operations & Services Manager
CCTV images	Current date	1 month and 1 day	Delete or overwrite	Data Protection	Confidential Data	Systems Manager
Security Inspections and Assessments	Completion of subsequent assessment	2 years	Review/Destroy	Industry Standard	Internal Data	Operations & Services Manager
Security Incident - investigation	Completion of investigation	2 years	Review/Destroy	Industry Standard	Confidential Data	Operations & Services Manager
Access Control Systems user activity logs	Date of issue	1 year and 1 day	Delete or overwrite	Industry Standard	Confidential Data	Systems Manager
Lost Property – Collection and Management	After last action	2 years	Destroy	Industry Standard	Public Data	Operations & Services Manager
Access control systems – User Account Data	Expiry of pass/duration of employment	1 year	Destroy	Data Protection;	Confidential Data	Systems Manager
Security arrangements for visitors	After last action	5 years	Destroy	Industry Standard	Confidential Data	Operations & Services Manager
Major Security Breaches or Incidents	N/A	Permanent	Archive	Industry Standard	Confidential Data	Operations & Services Manager
Minor Security Breaches or Incidents	After Incident	5 years	Destroy	Industry Standard	Confidential Data	Operations & Services Manager
Property Guarding, Surveillance and Patrols	After last action	2 years	Destroy	Industry Standard	Internal Data	Operations & Services Manager

CE-03	Campus & Estates: Campus Management					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Owner
Building Maintenance Contracts	Completion of contract	7 years	Destroy	Section 11(5) Statute of Limitations Act, 1957	Internal Data	Chief Infrastructure Officer
Minor Works - Actual Tenders/Quotes Received	After Last Action	5 years	Destroy	Industry Standard	Internal Data	Chief Infrastructure Officer
Maintenance Records – Routine Inspections	Date of inspection	7 years	Destroy	Industry Standard	Internal Data	Chief Infrastructure Officer
Grounds Renovations and Maintenance – major projects > €25K	End of project	Permanent	Archive	Procurement thresholds	Internal Data	Chief Infrastructure Officer
Grounds Renovations and Maintenance – minor projects < €25K	End of project	10 years	Review for Archives	Procurement thresholds	Internal Data	Chief Infrastructure Officer
Campus & Estates SOP Management – development and establishment	After policy superseded	7 years	Destroy	Industry Standard	Internal Data	Chief Infrastructure Officer
Maps and Directions	Until superseded	As Trigger	Destroy; Retain one copy for archive	Industry Standard	Public Data	Campus Planning
Lease Agreements – long term	From end of lease agreement	20 years	Destroy	Industry Standard	Confidential Data	PPP & Real Estate Manager
Lease Agreements – short term	From end of lease agreement	5 years	Destroy	Industry Standard	Confidential Data	PPP & Real Estate Manager
Parking records	Current year	1 year	Destroy	Industry Standard	Confidential Data	Environmental & Sustainability Manager
Helpdesk Request Records	After Last Action	5 years	anonymisation	Industry Standard	Internal Data	Systems Manager

CE-04		Campus & Estates: Facilities Management (outsourcing)				
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Owner
Canteens and Kitchens – Administration	Current year	5 years	Destroy	Industry Standard	Internal Data	Operations & Services Manager
Canteens and Kitchens – Equipment	Until disposal of asset	5 years	Destroy	Industry Standard	Internal Data	Operations & Services Manager
Service Level Commitment Records	N/A	Permanent	Archive	Industry Standard	Internal Data	Chief Infrastructure Officer
Cleaning – contracts & records	Completion of contract	7 years	Destroy	Section 11(5) Statute of Limitations Act, 1957	Confidential Data	Operations & Services Manager
Pest and Vermin Control Records	Completion of contract	7 years	Destroy	Section 11(5) Statute of Limitations Act, 1957	Internal Data	Operations & Services Manager
PPP Contract Management – contractual documents, meeting minutes and reports	End of contract	5 years	Destroy	Industry Standard	Internal Data	PPP & Real Estate Manager
CE-05		Campus & Estates: Business Continuity and Risk Management				
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Owner
Business Continuity / Disaster Recovery Plans	Until superseded	5 years	Review for Archives	Industry Standard	Internal Data	Chief Infrastructure Officer
Risk Assessments	After process ceases	25 years	Destroy	Industry Standard	Internal Data	Chief Infrastructure Officer
Risk Registers	When superseded		Archive	Industry Standard	Internal Data	Chief Infrastructure Officer

<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>Owner</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	03/11/2025
Date Reviewed by Information Governance Office	27/11/2025
Date of Last Review	27/11/2025