Unit	FSC	Faculties & Schools				
FS-01	**Faculties & Schools: Administration**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Owner**
Leadership team meeting papers - approved minutes, agenda and supporting documentation	From date of meeting	7 years	Destroy	Industry Standard	Internal	Faculty Dean
Leadership team sub committees records	From date of meeting	7 years	Destroy	Industry Standard	Internal	Faculty Dean
Faculty Board and sub committee minutes including agenda and supporting documentation	From date of meeting	7 years	Destroy	Industry Standard	Internal	Faculty Dean
Election of staff to university boards as managed at Faculty Level	Current year	3 years	Destroy	Industry Standard	Public	Faculty Dean
Student academic file (may contain placement records, references)	Duration of studies	1 year	Destroy	Industry Standard	Confidential	Head of School
Student medical certs	End of Exam boards	1 year	Destroy	Industry Standard	Confidential	Head of School
Exam board records including details on academic results and decisions as managed at School level	N/A	Permanent	Archive	Industry Standard	Confidential	Head of School
Programme board minutes	From date of meeting	5 years	Destroy	Industry Standard	Internal	Head of School
Programme submission documents	Date of submission	5 years	Destroy	Industry Standard	Internal	Head of School
Correspondence, documentation and reports from external bodies pertaining directly to the school	Current year	7 years	Destroy	Industry Standard	Internal	Head of School

External Examiners Appointment documentation	Current year	7 years	Destroy	Industry Standard	Internal	Head of School
Student correspondence by letter, e mail	End of administrative use	3 years unless required for longer in specific cases	Destroy	Industry Standard	Confidential	Head of School
General Correspondence	Current year	3 years	Destroy	Industry Standard	Internal	Head of School
School and Faculty Resource and staffing plan	Until superseded	Permanent	Archive	Industry Standard	Internal	Faculty Dean/Head of School
School and Faculty Publications	Until superseded	Permanent	Archive	Industry Standard	Public	Faculty Dean/Head of School
Approved course schedules	Until superseded	1 year	Destroy	Industry Standard	Internal	Head of School
Annual programme review	Duration of programme	5 years	Destroy	Industry Standard	Internal	Head of School
Exam scripts	Until end of appeal period	13 months or as prescribed by accrediting body	Destroy	Purpose of processing plus appeal time	Confidential	Head of School
Mandatory attendance module records as documented in the Student Handbook or modules that require attendance records to assist with placement decisions.	Duration of programme	1 year	Destroy	Evidence of having met criteria	Confidential	Head of School
Student attendance records – general	End of academic year	4 weeks	Destroy	Evidence of having met criteria	Confidential	Head of School

Student / graduate references with personal details - e.g. CVs provided	Until request has been fulfilled	1 month following provision of final reference	Destroy	Industry Standard	Confidential	Head of School
Service Agreement with agencies (e.g. CORU)	End of agreement	3 years	Destroy	Evidence of having met criteria	Internal	Head of School
Faculty/School Quality Action Plan (updated annually)	Current year	7 years	Destroy	Industry Standard	Internal	Faculty Dean
Collaborative partnership records - original documentation including MoA and MoU files in school offices / copies filed in faculty offices	Life of agreement	6 years	Destroy	Industry Standard	Internal	Head of School
External examiners reports	Current year	5 years	Destroy	Industry Standard	Internal	Head of School
External examiners meeting minutes and correspondence	Current year	5 years	Destroy	Industry Standard	Internal	Head of School
Q5 annual monitoring reports relating to school programmes, with supporting documentation	Current year	5 years	Destroy	Industry Standard	Internal	Head of School
Exam breach board	Duration of studies	7 years	Destroy	Industry Standard	Confidential	Head of School and Faculty Manager
FS-02	**Student Services Directorate**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Owner**
Deferrals / withdrawals	End of exam period	13 months	Destroy	Industry Standard	Confidential	Head of School
School Continuous assessments practicals / projects student material	End of academic year	13 months or duration prescribed by accrediting body	Destroy	Industry Standard	Confidential	Head of School

Pre-exam board reports inducing data re internal / external reports	N/A	End of exam board process	Destroy	Industry Standard	Confidential	Head of School
Faculty/School Student Records: Admissions: programme applications forms	End of academic year	1 year	Destroy	Industry Standard	Confidential	Head of School

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	27/11/2025
Date Reviewed by Information Governance Office	27/11/2025
Date of Last Review	27/11/2025