

UNIT	GAC	Governance & Compliance				
GC-01	Governance and Reporting					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Annual Governance Statement	N/A	Permanent	Archive	Operational Requirements	Internal	Head of Governance and Compliance
Protected Disclosures: reports and other documentation covered by Section 19 of the Protected Disclosures (Amendment) Act 2022	Resolution or closure of complaint	8 years	Destroy	Industry Standard	Confidential	Designated Person under TU Dublin's Protected Disclosure Policy
Protected Disclosures Annual Report	N/A	Permanent	Archive	Industry Standard	Public	Designated Person under TU Dublin's Protected Disclosure Policy
Register of Protected Disclosures	N/A	Permanent	Archive	Industry Standard	Confidential	Designated Person under TU Dublin's Protected Disclosure Policy
Annual Charity Compliance Record Form	N/A	Permanent	Archive	Charities Regulator	Internal	Head of Governance and Compliance (Authorised Filer)
CG-02	Risk, Internal Controls & Internal Audit					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Internal Audit Records	Date Audit closed	6 years	Destroy	Industry Standard	Internal	Head of Governance & Compliance
Functional Risk Registers	Until superseded	Permanent	Review for Archives	Industry Standard	Confidential	Chief Risk & Assurance Officer
University Risk Registers	Until superseded	Permanent	Review for Archives	Industry Standard	Confidential	Chief Risk & Assurance Officer
Risk Register Logs	Until superseded	Permanent	Review for Archives	Industry Standard	Confidential	Chief Risk & Assurance Officer
Risk Management Framework and Policy	Until subsequent version is superseded	Permanent	Review for Archives	Industry Standard	Internal	Chief Risk & Assurance Officer
Risk Management Committee Terms of Reference	Until subsequent version is superseded	Permanent	Review for Archives	Industry Standard	Internal	Chief Risk & Assurance Officer
Risk Management Committee Quorum	Until subsequent version is superseded	Permanent	Review for Archives	Industry Standard	Internal	Chief Risk & Assurance Officer
Risk Appetite Statement	Until subsequent version is superseded	Permanent	Review for Archives	Industry Standard	Internal	Chief Risk & Assurance Officer

Risk Management Committee Meeting, correspondence, meeting papers and Reports	Until subsequent version is superseded	Permanent	Review for Archives	Industry Standard	Internal	Chief Risk & Assurance Officer
Risk Management Committee Meeting Schedules	Until subsequent version is superseded	Permanent	Review for Archives	Industry Standard	Internal	Chief Risk & Assurance Officer
<b>CG-03</b>	<b>Property and Legal</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>
Agreements and contracts under seal ( by deed)	Termination of obligations	13 years	Destroy but assess on a case by case basis	Section 11 of Statute of Limitations plus 1 year	Confidential	Legal Counsel
Other agreements and contracts	Termination of contract	7 years	Destroy	Statute of Limitations plus 1 year	Confidential	Legal Counsel
Provision of legal support and representation	N/A	Permanent	Archive	Industry Standard	Confidential	Legal Counsel
Legal advice received	N/A	Permanent	Archive	To comply with legal obligations	Confidential	Legal Counsel
Litigation Files (excluding those relating to student or employee matters )	Resolution of matter	Resolution of matter plus 2 years	Archive	To comply with legal obligations	Confidential	Legal Counsel
Deeds and Titles of Properties/Assets	None	Permanent	Archive	Industry Standard	Internal	Legal Counsel
Deeds and Titles of Properties/Assets that have been sold	Sale of property/asset	As Trigger	Transfer to new owner	Industry Standard	Internal	Legal Counsel
Records of Sales and Purchase of Properties	While investment held	6 years	Destroy	Taxes Consolidation Act 1997	Confidential	Legal Counsel
<b>CG-04</b>	<b>Information Governance</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>
FOI Procedures	Until superseded	3 years	Destroy	Industry Standard	Public	Information Governance Senior Manager
FOI Statistics and Reports	Current year	3 years	Destroy	Industry Standard	Internal	Information Governance Senior Manager
FOI Request Files	Completion of request or internal review	3 years	Destroy	National Archives Guidance Note 02/2015	Confidential	Information Governance Senior Manager

FOI Request Files (where legal advice was sought)	Completion of request	Permanent	Archive	National Archives Guidance Note 02/2015	Confidential	Information Governance Senior Manager
FOI Request Files (involving OIC Appeal or court appeal)	Completion of appeal or legal process	Permanent	Archive	National Archives Guidance Note 02/2015	Confidential	Information Governance Senior Manager
FOI Request Logs	Current year	7 years	Destroy	Industry Standard	Confidential	Information Governance Senior Manager
FOI Disclosure Log	N/A	Permanent	Archive	Code of Practice Sept. 2015	Public	Information Governance Senior Manager
FOI Training Records	Current year	7 Years	Destroy	Industry Standard	Confidential	Information Governance Senior Manager
FOI Publication Scheme	Until superseded	Permanent	Archive	Industry Standard	Public	Information Governance Senior Manager
FOI Legislation	Until superseded	Permanent	Archive	Industry Standard	Public	Information Governance Senior Manager
FOI Central Policy Unit Correspondence	Current year	3 years	Destroy	Industry Standard	Internal	Information Governance Senior Manager
Data Protection Policies	Until superseded	Permanent	Archive	Industry Standard	Public	Information Governance Senior Manager
Data Protection Procedures	Until superseded	3 years	Destroy	Industry Standard	Public	Information Governance Senior Manager
Data Protection Statistics and Reports	Current year	3 years	Destroy	Industry Standard	Internal	Information Governance Senior Manager
Data Protection Commissioner - Correspondence on specific issues	Current year	Permanent	Archive	Industry Standard	Confidential	Information Governance Senior Manager
Data Protection Commissioner – Investigations	Current year	Permanent	Archive	Industry Standard	Confidential	Information Governance Senior Manager
Data Protection - data access request files/data rights requests files	Completion of request	7 years	Destroy	Limitation Period for a claim under Data Protection Act 2018	Confidential	Information Governance Senior Manager

Data Protection - data access/rights request files where legal advice was sought	Completion of request	Permanent	Archive	Industry Standard	Confidential	Information Governance Senior Manager
DP Access/Rights Request Log	Current year	7 years	Destroy	Limitation Period for a claim under Data Protection Act 2018	Confidential	Information Governance Senior Manager
DP Breach Logs	Current year	Permanent	Archive	Industry Standard	Confidential	Information Governance Senior Manager
Data Protection - data breach records, reporting and investigation	Completion of investigation and any legal process	Permanent	Archive	Industry Standard	Confidential	Information Governance Senior Manager
Data Processor Agreements/Data Sharing Agreements	Duration of Agreement	1 year	Destroy	Industry Standard	Internal	Information Governance Senior Manager
Records of Processing Activities	Until superseded	Updated on an ongoing basis	Destroy	Industry Standard	Public	Information Governance Senior Manager
Data Protection Impact Assessment (DPIAs)	Date of Assessment	7 years	Destroy	Industry Standard	Internal	Information Governance Senior Manager
Privacy Notices	Until superseded	Updated on an ongoing basis	Destroy	Industry Standard	Public	Information Governance Senior Manager
Access to Information on the Environment - Procedures	Until superseded	3 years	Destroy	Industry Standard	Public	Information Governance Senior Manager
Access to Information on the Environment - Statistics and Reports	Current year	3 years	Destroy	Industry Standard	Internal	Information Governance Senior Manager
Access to Information on the Environment – request files	Completion of request	3 years	Destroy	Industry Standard	Confidential	Information Governance Senior Manager
Access to Information on the Environment – request files involving Appeal to Commissioner	Completion of appeal or legal process	Permanent	Archive	Industry Standard	Confidential	Information Governance Senior Manager
Ombudsman Request Logs and Investigations Case Files	Current year	7 years	Destroy	Statutory Limitation Period for a claim	Confidential	Information Governance Senior Manager

Ombudsman Legislation	Until superseded	Permanent	Archive	Industry Standard	Public	Information Governance Senior Manager
Ombudsman Policy and Guidelines	Until superseded	Permanent	Archive	Industry Standard	Public	Information Governance Senior Manager
Ombudsman Correspondence	Current year	3 years	Destroy	Industry Standard	Confidential	Information Governance Senior Manager
<b>GC-05</b>	<b>Records Management</b>					
<b>Records</b>	<b>Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Rationale</b>	<b>Data Classification</b>	<b>Owner</b>
Records Management Strategy	Until superseded	Permanent	Archive	Industry Standard	Internal	Head of Governance & Compliance
Records Management Policies	Until superseded	Permanent	Archive	Industry Standard	Public	Head of Governance & Compliance
Information Governance Audits	N/A	Permanent	Archive	Industry Standard	Confidential	Head of Governance & Compliance
Records Management Procedures	Until superseded	Permanent	Archive	Industry Standard	Public	Information Governance Senior Manager
Records Classification Schemes/File Plans	Until superseded	Permanent	Review for Archives	Industry Standard	Public	Information Governance Senior Manager
Records Retention Schedules	Until superseded	Permanent	Review for Archives	Industry Standard	Public	Information Governance Senior Manager
Records Disposal Certificates	Current year	Permanent	Archive	Industry Standard	Internal	Information Governance Senior Manager
<b>GC-06</b>	<b>Insurance</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>
The arrangement and renewal of Insurance policies - public/employers liability insurance	Commencement or renewal of policy	Permanent	Destroy	Statute of Limitations 1957	Internal	Chief Risk & Assurance Officer
The arrangement and renewal of Insurance policies - all other insurance	Expiry of policy	10 years	Destroy	Statute of Limitations 1957	Internal	Chief Risk & Assurance Officer
Records documenting claims	Settlement of claim	6 years	Destroy	Statute of Limitations 1957	Internal	Chief Risk & Assurance Officer
Insurance Claims - Log	Notification of claim	Permanent	Review/ anonymise after 6	Industry Standard	Internal	Chief Risk & Assurance Officer

Marsh Invoices 2014-2025	Commencement or renewal of policy	Permanent	Destroy	Statute of Limitations 1957	Internal	Chief Risk & Assurance Officer
Insurance renewal questions log 2024	Commencement or renewal of policy	Permanent	Destroy	Statute of Limitations 1957	Internal	Chief Risk & Assurance Officer
TU Dublin Insurance SOP	Until superseded	Permanent	Archive	Industry Standard	Internal	Chief Risk & Assurance Officer
<b>GC-07</b>	<b>Health and Safety</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>
Official Safety documentation-SHW University Safety Statement, School/Function Safety Arrangements and risk assessments, Policies	Current year	10 years Risk assessments for chemical agents and biological agents should be maintained for 55 years.	Destroy originals by confidential shredding. Delete all electronic versions.	Legal Requirement	Internal	Safety, Health and Welfare Senior Manager
Health and Safety Committees - correspondence and minutes	Current year	Permanent	Archive	Industry Standard	Internal	Safety, Health and Welfare Senior Manager
Procedures, Guidelines, Safety Manuals	Until superseded	3 years	Destroy originals by confidential shredding. Delete all electronic versions.	Industry Standard	Internal	Safety, Health and Welfare Senior Manager
Report Forms including investigation reports – Accident and Dangerous Occurrence	Date of receipt	10 years, if involving a minor the minor must be 18 before record can be destroyed, or until end of investigation or legal proceedings.	Destroy originals by confidential shredding. Delete all electronic versions.	Statutory & insurance requirement. Section 226 of the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016	Confidential	Safety, Health and Welfare Senior Manager
Report Form including investigation reports - Accident/Dangerous Occurrence involving chemical, biological, physical agent exposure	Date of receipt/knowledge of illness or injury	10 years from end of exposure or until end of investigation or legal proceedings.55 years if specified in Risk Assessment/investigation	Destroy originals by confidential shredding. Delete all electronic versions.	Statutory & insurance requirement. Section 226 of the Safety, Health and Welfare at	Confidential	Safety, Health and Welfare Senior Manager

				Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016		
Report Forms –Hazard Forms, Near Miss Forms	Date of receipt	5 years	Destroy originals by confidential shredding. Delete all electronic versions.	Industry standard	Confidential	Safety, Health and Welfare Senior Manager
Risk Assessments with personal/medical information (DSE Assessments, Manual Handling Risk Assessments, Pregnancy Risk Assessments, Event/trip/PPE risk assessments with medical declarations)	Date of receipt	3 years or until end of investigation or legal proceedings.	Destroy originals by confidential shredding. Delete all electronic versions.	Industry standard	Confidential	Safety, Health and Welfare Senior Manager
Health Surveillance Records (fitness for work, occupational monitoring reports, vaccination, health declarations for allergens, first response plans, Personal Emergency Egress Plans, disability risk assessments)	Date of receipt	5 years	Destroy originals by confidential shredding. Delete all electronic versions.	Statue SHWW (Gen App Regulations) 2007, Regulation 153	Confidential	Safety, Health and Welfare Senior Manager
Minutes, reports (safety committee, team meetings), formal correspondence with external authorities, plans, strategies, FORMS, analysis reports	Date of meeting, correspondence, creation.	5 years	Destroy originals by confidential shredding. Delete all electronic versions.	Industry standard	Internal	Safety, Health and Welfare Senior Manager
Inspections/audits	Date of inspection	5 years	Destroy originals by confidential shredding. Delete all electronic versions.	Industry standard	Internal	Safety, Health and Welfare Senior Manager
List of First Aiders	Until superseded	7 years	Destroy	Industry Standard	Internal,	Safety, Health and Welfare Senior Manager
Training (manual handling, first aid, emergency response, safety training)	Leaving date	2 years	Destroy	Industry Standard	Confidential	Safety, Health and Welfare Senior Manager

Fire and Safety Training	Current year	10 years	Destroy	Industry Standard	Confidential	Safety, Health and Welfare Senior Manager
Exposure to Asbestos – general records	Closure of incident	Permanent	Archive	Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006	Confidential	Safety, Health and Welfare Senior Manager
Exposure to Asbestos – records relating to individuals	Closure of incident	70 years	Review	Industry Standard	Confidential	Safety, Health and Welfare Senior Manager

Record	The record type	*Data Classification	Description
<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	27 <sup>th</sup> August 2025
Date Reviewed by Information Governance Office	27 <sup>th</sup> August 2025
Date of Last Review	27 <sup>th</sup> August 2025