

UNIT	POC	People, Org & Culture				
HR-01	Human Resources: Strategy and Planning					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Team Development Plans	Until superseded	Permanent	Archive	Industry Standard	Internal	CHRO
HR Strategy	Until superseded	Permanent	Archive	Industry Standard	Public	CHRO
Annual Resource Plans	Until superseded	Permanent	Archive	Industry Standard	Internal	CHRO
HR Policies	Until superseded	Permanent	Archive	Industry Standard	Public	CHRO
HR-02	Human Resources: Recruitment					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Competition files – approval, application forms, shortlisting reports, interview notes, president's approval, etc.	End of competition	One year	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Panel file (unsuccessful candidates) or those who do not accept the job	End of competition	One year	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Panel file (selected candidates) including Interview Notes, Feedback and Scoring, president's approval	Expiry of panel	1 year	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Pre-employment references	After successful probation	Not retained	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Pre-employment medical reports	After appointment	2 years	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Unsolicited job requests	Not retained	Not retained	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Garda Vetting Process	Until superseded	3 years	Destroy	GVB instruction to destroy record on completion of re-vetting every 3 years	Confidential	Head of Workforce Strategy
HR-03	Human Resources: Conditions of Employment					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Collective Agreements	N/A	Permanent	Archive	Industry Standard	Internal	Head of Workplace Relations

Collective Redundancies	From actual date	3 years	Destroy	Protection of Employment Acts 1977-2014	Confidential	Head of Workplace Relations
Employee Schemes and Benefits – conditions, administration, etc.	Until superseded	5 years	Review	Industry Standard	Public	Head of Workforce Relations
Staff Personal email addresses and telephone numbers	After pension related requirements satisfied	1 year	Destroy	Industry Standard	Confidential	Head of Workforce Strategy
Work Permits/Visa Information	Date of Document	5 years or duration of employment, whichever is longer	Destroy	Section 27, Employment Permits Act 2006	Confidential	Head of Workforce Strategy
HR-04	Human Resources: Performance and Assessment					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Individual staff files (includes qualifications, contract, probation and induction checklists, leave, promotion and attendance records, cessation form, etc.	End of employment	7 years	Destroy	Review for pension elements and retain relevant items accordingly	Confidential	CHRO
Annual Leave	Date of Leave	3 years	Destroy	Organisation of Working Time Act, 1997	Internal	Head of Workplace Relations
Protected Leave- Paid Maternity, Paternity and Parental Leave, Carer's and Force Majeure Leaves	Date of return from leave	3 years	Destroy	Statute of Limitations for a breach of Contract, Paternity Leave and benefits Act 2016, Parental leave Act 1998, Carer's Leave Act 2001	Confidential	Head of Workplace Relations
Protected Leave- Unpaid Maternity, Paternity and Parental Leave, Carer's and Force Majeure Leaves	End of tax year after employment ceases	7 Years	Destroy	Review for pension elements and retain relevant items accordingly	Confidential	Head of Workplace Relations
Disciplinary cases – oral warnings	Date of warning	6 months	Destroy	Data Protection Act 2018	Confidential	Head of Workplace Relations
Disciplinary cases – written warnings	Date of warning	12 months	Destroy	Data Protection Act 2018	Confidential	Head of Workplace Relations
Disciplinary cases – action taken	Termination of employment	7 years	Destroy	Data Protection Act 2018	Confidential	Head of Workplace Relations

Disciplinary cases – where children or vulnerable adults are involved	Conclusion of disciplinary process	25 years	Destroy	Statute of Limitations plus 1 year	Confidential	Head of Workplace Relations
Internships (paid)	Completion of Internship	7 years	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Placements (unpaid) Transition year students	Completion of Placement	3 years	Destroy	Data Protection Act 2018	Confidential	Head of Workforce Strategy
Personal Development Plans (PDP) for HR staff (no other PDPs held in HR)	PDP Meeting	Retain until next PDP meeting has taken place	Destroy	PMDS National Agreement	Confidential	CHRO
Legal case files	Conclusion of case	Permanent	Archive	Industry Standard. See Retention Schedule for Governance and Compliance also	Confidential	Head of Workplace Relations
HR-05	Human Resources: Industrial Relations					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Meetings with Unions	Current year	7 years	Review	Industry Standard	Internal	Head of Workplace Relations
Agreements with Unions	Until superseded	Permanent	Archive	Industry Standard	Internal	Head of Workplace Relations
Routine communications with Unions	End of current year	3 years	Destroy	Industry Standard	Internal	Head of Workplace Relations
Industrial action records	End of tax year after employment ceases	7 years	Destroy	Industry Standard	Confidential	Head of Workplace Relations
Workplace Relations Commission Ruling	Date of Ruling	Permanent	Archive	Industry Standard	Confidential	Head of Workplace Relations
HR-06	Human Resources: Staff Welfare					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Disability Survey	Until superseded	Permanent	Archive	Industry Standard	Public	CHRO
Medical / Occupational Health Assessments	Cessation of employment	Duration of employment + 6 years	Destroy	Statute of limitations	Confidential	Head of Workplace Relations
HR-07	Human Resources: Pensions					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager

Pension plan and schemes (Single and ESSS Scheme)	Death of all beneficiaries	7 years	Destroy	Public Service Pension (Single Scheme & other Pension) Act 2012 & S.I. No. 290/2015 ESSS	Confidential	Head of Workforce Strategy
Pension plan and schemes for Former Members with less than 2 years - Non-Vested (Single)	N/A	Permanent	Archive	Public Service Pension (Single Scheme & other Pension) Act 2012 & S.I. No. 290/2015 ESSS	Confidential	Head of Workforce Strategy
Pension plan and schemes for Former Members with less than 2 years - Non-Vested (ESSS)	Following maximum retirement age or after death of all beneficiaries if employed after 01/04/2004	7 years	Destroy	S.I. No. 290/2015 - Education Sector Superannuation Scheme 2015	Confidential	Head of Workforce Strategy
Pension Scheme Reports	Current year	6 years	Destroy	Industry Standard	Internal	Head of Workforce Strategy
Pension Scheme Management	Until superseded	10 years	Destroy	Industry Standard	Internal	Head of Workforce Strategy
Register of Pensionable Officers	N/A	Permanent	Archive	Industry Standard	Internal	CHRO
Individual staff pension files	Retirement	100 years or lifetime of beneficiaries (whichever is longer)	Destroy	Industry Standard	Confidential	Head of Workforce Strategy
Professional added years applications and supporting records	Retirement	Retain on personnel file for duration of employment and for 7 years after last pension payment	Destroy	S.I. No. 582/2014 - Rules for Pre-existing Public Service Pension Scheme Members Regulations 2014.	Confidential	Head of Workforce Strategy
HR-08	Human Resources: Training					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Training – New staff induction checklist	After issue	5 years	Destroy	Industry Standard	Confidential	Head of Workforce Strategy
Training needs analysis and planning	Until superseded	5 years	Destroy	Industry Standard	Internal	Head of People Development

Training Log	Until superseded	5 years	Destroy	Industry Standard	Confidential	Head of People Development
Training Requests	Current year	1 year	Destroy	Industry Standard	Confidential	Head of People Development
Training Feedback	Current year	1 year	Destroy	Industry Standard	Internal	Head of People Development
Training Materials, manuals, and content	Until course is superseded	1 year	Destroy	Industry Standard	Internal	Head of People Development
Training Reporting and statistics	Current year	5 years	Destroy	Industry Standard	Internal	Head of People Development
Further study - applications, fee concessions, courses taken etc.	End of studies	Permanent	Archive	Industry Standard	Confidential	Head of People Development
Refund of Fees and Study Leave Applications	Completion of Course	6 years	Destroy	Industry Standard	Confidential	Head of People Development
HR-09	Human Resources: Management Information Reporting					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Statutory Reporting (e.g. HEA quarterly reports)	5 years from submission date	Permanent	Archive	Industry Standard	Public	Head of HRIS
Internal HR Management Reports (line managers, UET, GB)	3 years from submission date	Permanent	Archive	Industry Standard	Internal	CHRO
HR related Committee papers (e.g. SPAG, TPAG)	3 years from meeting date	Permanent	Archive	Industry Standard	Internal	CHRO
Task Group papers (e.g. Blended Working Review)	Approval of report and recommendations	6 months	Delete	Industry Standard	Internal	CHRO

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) *		
Data Steward/Data Manager	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	15 th July 2025
Date Reviewed by Information Governance Office	27 th August 2025
Date of Last Review	27 th August 2025