

Unit	LIB - Library					
LI-01	Library					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Library policies, procedures, guidelines	Until superseded	Review	Destroy unless archive value	Industry Standard	Public	AHOLS
Minutes of management committees	N/A	5 years	Destroy unless archive value	Required to be easily accessible by Library Services	Internal	AHOLS P&A
Original tender / contract documents unique to library services	End of contract	Duration of contract	Destroy unless archive value	Required to be easily accessible by Library Services	Confidential	AHOLS Collections & AHOLS P&A & Academic Hub Library Project Manager
Unsuccessful tender	End of administrative use	End of evaluation stage	Destroy	Industry Standard	Internal	AHOLS Collections & AHOLS P&A
Borrower data (Staff information account set up taken from Core HR system, Student information account set up (taken from Banner student database system), Visitor Access Schemes	Duration of studies or staff contract	6 months	Destroy	Industry Standard	Internal	AHOLS Digital Services & Systems Librarian
Library item records (data relating to books and other library materials	End of administrative use	Permanent	Archive	Audit purposes	Public	AHOLS Digital Services & Systems Librarian
Electronic Publications, subscriptions to print and electronic journals	N/A	Updated on ongoing basis	Destroy	Industry Standard	Public	AHOLS Collection & E-Resources Librarian
Undergraduate and taught PG dissertations	N/A	5 years	Destroy	Required to provide exemplars to students	Public	AHOLS Collection & Cataloguing Librarian
Postgraduate Research dissertations, theses - research & taught masters	N/A	Permanent	Archive	Industry Standard	Public	AHOLS Collection & Cataloguing Librarian
Past examination papers (5 most recent years on public display, older years archived)	N/A	Permanent	Archive	Industry Standard	Public	AHOLS Digital Services & Digital Library Developer
Library user records - visitor access schemes not held on LMS	Duration of studies, contract, membership	1 year	Destroy	Industry Standard	Internal	AHOLS C&F, AHOLS Digital Services & Systems Librarian

Library circulation records - borrower data relating to library materials	Replacement of any outstanding library items	1 year	Destroy	Industry Standard	Internal	AHOLS Digital Services & Systems Librarian
External liaison records - correspondence with users, external bodies	Current year	3 years	Destroy unless archive value	Industry Standard	Internal	All library staff

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	06/08/2025
Date Reviewed by Information Governance Office	27/08/2025
Date of Last Review	27/08/2025