UNIT	OOP	Office of the President				
OP-01	**Strategy and Planning**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Data Steward/Data Manager**
Strategic Plans – final version	Date of publication	Permanent	Archive	Industry Standard	Public	Head of Strategy & Planning
Strategic Plans – supporting files	Date of Publication	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Strategic Plans – Progress reports	Date of Publication	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Annual Reports – final version	Date of publication	Permanent	Archive	Industry Standard	Public	Head of Strategy & Planning
Annual Reports – supporting files	Date of publication	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Annual Reports – supporting files containing photo's of people	Date of publication	1 year	Destroy	Industry Standard	Internal	Head of Strategy & Planning
Performance Agreement – final version	Date of submission	Permanent	Archive	Industry Standard	Public	Head of Strategy & Planning
Performance Agreement – supporting files	Date of submission	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Supporting documentation for management meeting	Date of meeting	20 years	Destroy	Industry Standard	Internal	Head of Strategy & Planning
Minutes of management meeting	Date of meeting	20 years	Destroy	Industry Standard	Internal	Head of Strategy & Planning
Combined Student SRS Data	Date of Census	Permanent	Archive	Industry Standard	Confidential	Head of Strategy & Planning
Staff Master list	Data of Census	Permanent	Archive	Industry Standard	Confidential	Head of Strategy & Planning

Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
HEA aggregate staff returns	Data of Census	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Financial (Unit costing, I+E, RGAM)	Date of publication	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Socio Economic Data	Date of signed licence agreement with HEA	3 years as per terms of licence agreement	Destroy	Licence Agreement for the Pobal HP Deprivation Index for Small Areas	Confidential	Head of Strategy & Planning
ISSE data	Date of Survey	3-5 years, or permanently if anonymised	Archive	Industry Standard	Confidential if personal data Internal Data if not personal	Head of Strategy & Planning
Ranking data	Data of Census	Permanent	Archive	Industry Standard	Internal	Head of Strategy & Planning
Staffing Plans	Date staff retires or resignation	6 years	Destroy	Industry Standard	Confidential	Head of Strategy & Planning
Student Progression Analysis	Date of Census	5–10 years, or permanently if anonymised	Archive	Industry Standard	Confidential	Head of Strategy & Planning
Government and sectoral reports	End of administrative use	3 years	Destroy	Industry Standard	Confidential	Head of Strategy & Planning
OP-02	**Communication & Marketing**					
Records	**Trigger**	**Retention period**	**Action**	**Rationale**	**Data Classification**	**Data Steward/Data Manager**
Media monitoring of university - including press releases	End of administrative use	Permanent	Archive	Industry Standard	Internal	Chief Communications & Marketing Officer
Website (photos etc.)	N/A	Updated regularly, items removed on request of DS as necessary	Destroy	Article 6(a) The date subject has given consent to the processing	Public	Chief Communications & Marketing Officer
Surveys	End of survey	Permanent (Anonymise data prior to retention)	Archive	Article 6(a) The date subject has given consent to the processing	Internal	Chief Communications & Marketing Officer
PR and advertising campaigns	N/A	Permanent	Archive	Industry Standard	Internal	Chief Communications & Marketing Officer

Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Protocols for events, public engagement	Until superseded	3 years	Review	Industry standard	Internal	Chief Communications & Marketing Officer and/or Government and Communications Advocacy Lead
Organisation and administration of public events	Completion of event	3 years	Review	Industry standard	Internal	Chief Communications & Marketing Officer and/or Government and Communications Advocacy Lead
Official visits by dignitaries, ceremonies, functions	Completion of event	Permanent	Archive	Industry Standard	Internal	Chief Communications & Marketing Officer and/or Government and Communications Advocacy Lead
Student photographs, events, performances	Completion of event	4 years	Destroy and delete from system	Industry Standard	Internal	Chief Communications & Marketing Officer
Official student graduation photographs	N/A	Permanent	Archive	Industry Standard	Internal	Chief Communications & Marketing Officer
Promotional material for marketing events	Completion of event	5 years	Destroy and delete from system	Industry Standard	Internal	Chief Communications & Marketing Officer
Imagery archive of photographs and other visual records of significant university events such as official visits, conferring ceremonies, events of public interest	N/A	Permanent	Archive	Industry Standard	Internal	Chief Communications & Marketing Officer
Mailing lists used to market or promote activities, news, events, courses etc.	End of administrative use	5 years	Refresh content	Industry Standard	Internal	Chief Communications & Marketing Officer
OP-03	**Governing Body and Committees**					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data Classification**	**Data Steward/Data Manager**
Governing Body External Membership Application Process	Completion of appointment process	3 Months	Destroy	Industry Standard	Internal	University Secretary

Governing Body Appointments	Termination of Appointment	7 years	Destroy	Statute of Limitations plus 1 year	Public	University Secretary
Governing Body elections - voting records	End of election	1 month	Destroy	Technological Universities Act 2018/Statutory Obligations	Confidential	University Secretary
Governing Body and Sub committee Minutes	N/A	Permanent	Archive	Technological Universities Act 2018/Statutory Obligations	Public	University Secretary
Charities Record of Compliance Form					Internal	University Secretary
Executive and Management Team Meetings	N/A	Permanent	Archive	Industry Standard	Internal	President's Office
Governing Body -general administration - records not included in meeting papers	Until superseded	7 years	Destroy	Industry standard	Internal	University Secretary
Ethics in Public Office records	From the date on which it was so furnished or given	15 years	Destroy	Ethics in Public Office Acts 1995 and 2001	Internal	University Secretary
Register of Interests	N/A	Permanent	Archive	Data Protection	Internal	University Secretary
Academic Council Elections	Duration of the Council	6 months	Destroy	Operational Requirements	Internal	Registrar and Deputy President
Academic Regulations	N/A	Permanent	Archive	Industry Standard	Public	Registrar and Deputy President
Academic Board - regulations and minutes	N/A	Permanent	Archive	Industry Standard	Internal	Registrar and Deputy President
PQ Procedures	Until superseded	3 years	Archive	Industry Standard	Public	President's Office
PQ files - written	Current year	3 years	Destroy	National Archives Guidance Note 01/15	Internal	President's Office
PQs – Oral, routine issues	Current year	10 years	Destroy	National Archives Guidance Note 01/15	Internal	President's Office

Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
PQs – Oral, significant or contentious issues	Current year	Permanent	Archive	National Archives Guidance Note 01/15	Internal	President's Office

OP-04	**Equality, Diversity & Inclusion**					
Records	**Trigger**	**Retention period**	**Action**	**Rationale**	**Data Classification**	**Data Steward/Data Manager**
EDI Newsletter Mailing List	Creation of Mailing List	5 Years	Destroy	Industry Standard	Confidential	EDI Senior Manager
ESVH Formal Reports	Receipt of Report	Permanent	Destroy	Industry Standard	Confidential	EDI Senior Manager
ESVH Informal Reports	Receipt of Report	Permanent	Destroy	Industry Standard	Confidential	EDI Senior Manager
NDA Disability Survey Results	Creation of Record	3 Years	Destroy	Industry Standard		EDI Senior Manager
Disability Task Group Survey Results	Survey Opens	3 Years	Destroy	Industry Standard	Confidential	EDI Senior Manager
Strategy for EDI	Date of publication	Until superseded	Archive	Industry Standard	Public	EDI Senior Manager
Strategy of EDI Feedback Sessions	Creation of Report	After Strategy period ends	Destroy	Industry Standard	Internal	EDI Senior Manager
EDI Policies	Policy Published	Until Superseded	Archive	Industry Standard	Public	EDI Senior Manager
Athena Swan Action Plans	Creation of Action Plan and Application	Permanent	Archive	The application and action plan should be available for review	Public	EDI Senior Manager
Athena Swan Application and Process Documents	Beginning of application/renewal process	5 Years	Destroy	This covers the Athena Swan Award Period, and the renewal.	Confidential	EDI Senior Manager
EDI Council Records	Creation of minutes/record	3 Years	Destroy	Industry Standard	Internal	EDI Senior Manager
Governing Body EDI Committee Records	Creation of minutes/Record	Permanent	Review	Industry Standard	Public	EDI Senior Manager
University of Sanctuary Status Application	Application Approved and submitted	Permanent	Archive	Industry Standard	Public	EDI Senior Manager
University of Sanctuary Application Process Documents	Beginning of application process	4 Years	Destroy	This covers the application and renewal process	Internal	EDI Senior Manager

External Reports (eg HEA, Public Sector Duty, etc)	Creation of Report	Permanent	Review	Industry Standard	Internal	EDI Senior Manager
Athena Swan Application and Action Plan Process Documents	Beginning of application/renewal process	5 Years	Destroy	This covers the Athena Swan Award Period, and the renewal.	Confidential	EDI Senior Manager
EDI Council Records	Creation of minutes/record	3 Years	Destroy	Industry Standard	Internal	EDI Senior Manager
Governing Body EDI Committee Records	Creation of minutes/Record	Permanent	Review	Industry Standard	Public	EDI Senior Manager
University of Sanctuary Status Application	Application Approved and submitted	Permanent	Archive	Industry Standard	Public	EDI Senior Manager
University of Sanctuary Application Process Documents	Beginning of application process	4 Years	Destroy	This covers the application and renewal process	Internal	EDI Senior Manager

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	11/07/2025
Date Reviewed by Information Governance Office	30/09/2025
Date of Last Review	31/10/2025