

UNIT	SUS	SUSTAINABILITY				
SU-01	Sustainability: Management of records relating to the Office of the Vice President for Sustainability					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Environmental incidents on the University's premises or caused by its operations	Date investigation completed	40 years	Destroy	Industry Standard	Internal	VP for Sustainability
Notification and reporting of reportable environmental incidents to enforcing authorities	Date of notification	5 years	Destroy	Industry Standard	Confidential	VP for Sustainability
Environmental risk identification of, or caused by, the University's premises or operations, and the conduct of a risk assessment	Until superseded	3 years	Destroy	Industry Standard	Internal	VP for Sustainability
Environmental reports regarding compliance, meeting of targets	Current year	10 years	Destroy	Industry Standard	Internal	VP for Sustainability
Environmental legal register - all relevant legislation, regulations and requirement	Current year	3 years	Destroy	Industry Standard	Internal	VP for Sustainability
Attainment and maintenance of the University's accreditation under established environmental management schemes	Termination of accreditation	1 year	Destroy	Industry Standard	Internal	VP for Sustainability
Roles and Responsibilities register	Termination of role	5 years	Destroy	Industry Standard	Internal	VP for Sustainability
Minutes, Agendas and Papers from meetings chaired by VP for Sustainability	Until superseded	Permanent	Archive	Operational Requirements	Internal	VP for Sustainability
Memos and Papers presented to UET, GB FPC and GB	Until superseded	Permanent	Archive	Operational Requirements	Internal	VP for Sustainability
Sustainabiliity Strategy	Until superseded	Permanent	Archive	Industry Standard	Public	VP for Sustainability

Strategic Plan Action Plan Tracking	Until superseded	5 years	Archive	Agreed with Strategy & Planning	Internal	VP for Sustainability
HEA Performance Agreement Sustainability & Climate KPIs Tracking	Publication date	5 years	Archive	Agreed with HEA	Public	VP for Sustainability
Sustainability Strategy - Supporting Documentation - including drafts and correspondence	Publication date	5 years	Destroy	Industry Standard	Internal	VP for Sustainability
Annual Resource Plans - Senior Managers	Until superseded	Permanent	Archive	Industry Standard	Internal	VP for Sustainability
Annual Resource Plans - Supporting Documentation	Publication date	5 years	Destroy	Industry Standard	Internal	VP for Sustainability
Sustainability Policies	Until superseded	Permanent	Archive	Industry Standard	Public	VP for Sustainability
Competition files for Senior Managers – approval, adverts, job descriptions, application forms, shortlisting grid, correspondence from HR to candidate	End of competition	3 years	Destroy	Data Protection Act 2018	Confidential	VP for Sustainability
Documentation relating to senior staff member for duration of contract in Sustainability, attendance, leave, probation, PMDS, etc.	Until superseded	5 years or duration of employment, whichever is longer	Destroy	Data Protection Act 2018	Confidential	VP for Sustainability
Procurement Files	Current year	6 years	Destroy	Data Protection	Internal	VP for Sustainability
Service Level Agreements	After the terms of the agreement/contract have expired	6 years	Destroy	Statute of Limitations	Internal	VP for Sustainability
Submissions - Business cases for approval	Duration of project	10 years	Review for Archives	Industry Standard	Internal	VP for Sustainability
Software Licences	Lifetime of software	5 years	Destroy	Industry Standard	Internal	VP for Sustainability
Risk Assessments	After process ceases	25 years	Destroy	Industry Standard	Internal	VP for Sustainability

Planning and impact/results of public/local community/HE sector events	Completion of event	3 years	Destroy	Industry Standard	Internal	VP for Sustainability
Organisation and administration of public/local community/HE sector events/official visits	Completion of event	1 year	Destroy	Industry Standard	Internal	VP for Sustainability
TU Dublin's participation in the activities of local community/external organisations (including committees)	Termination of involvement	1 year	Destroy	Industry Standard	Internal	VP for Sustainability
Arrangements for corporate sponsorship of public events by TU Dublin	Termination of sponsorship	6 years	Destroy	Statute of Limitations	Internal	VP for Sustainability
Media enquiries	Last action on enquiry	3 years	Destroy	Industry Standard	Internal	VP for Sustainability
TU Dublin's formal responses to consultations conducted by HE/FE sector organisations	Last action on consultation	3 years	Destroy	Industry Standard	Internal	VP for Sustainability
Preparation and submission of reports to HE/FE regulatory bodies	Submission of report	3 years	Destroy	Industry Standard	Internal	VP for Sustainability
Establishment of formal contractual relationships between TU Dublin and other HE/FE institutions	Termination of contractual relationship	6 years	Destroy	Statute of Limitations	Internal	VP for Sustainability
Records relating to mandatory training of Sustainability Staff	Ongoing	Permanently	Archive	Employment compliance requirement	Internal	VP for Sustainability
<b>SU-02</b>	<b>Sustainability: Management of Sustainability Education</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>
Training needs analysis and planning	Until superseded	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
Training Log	Until superseded	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
Training Feedback	Current year	1 year	Destroy	Industry Standard	Internal	Head of Sustainability Education

Training Materials, manuals, and content	Until course is superseded	1 year	Destroy	Industry Standard	Internal	Head of Sustainability Education
Reporting and statistics	Current year	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
Processing and analysis of external funding expenditure	Duration of external funding	6 years	Destroy	Statute of limitations	Internal	Head of Sustainability Education
Action taken by the University to raise awareness of environmental issues among its staff and students	Current year	5 years	Destroy	Industry Standard	Public	Head of Sustainability Education
Annual Resource Plans for staff	Until superseded	Permanent	Archive	Industry Standard	Internal	Head of Sustainability Education
Annual Resource Plans - Supporting Documentation	Publication date	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
Sustainability Education Policies	Until superseded	Permanent	Archive	Industry Standard	Public	Head of Sustainability Education
Competition files for staff – approval, adverts, job descriptions, application forms, shortlisting grid, correspondence from HR to candidate	End of competition	3 years	Destroy	Data Protection Act 2018	Confidential	Head of Sustainability Education
Documentation relating to staff member for duration of contract in Sustainability, attendance, leave, probation, PMDS, etc.	Until superseded	5 years or duration of employment, whichever is longer	Destroy	Data Protection Act 2018	Confidential	Head of Sustainability Education
Procurement Files	Current year	6 years	Destroy	Data Protection	Internal	Head of Sustainability Education
Service Level Agreements	After the terms of the agreement/contract have expired	6 years	Destroy	Statute of Limitations	Internal	Head of Sustainability Education
Submissions - Business cases for approval	Duration of project	10 years	Review for Archives	Industry Standard	Internal	Head of Sustainability Education

Software Licences	Lifetime of software	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
Risk Assessments	After process ceases	25 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
Organisation and administration of public/local community/HE sector events/official visits	Completion of event	1 year	Destroy	Industry Standard	Internal	Head of Sustainability Education
TU Dublin's participation in the activities of local community/external organisations (including committees)	Termination of involvement	1 year	Destroy	Industry Standard	Internal	Head of Sustainability Education
Arrangements for corporate sponsorship of public events by TU Dublin	Termination of sponsorship	6 years	Destroy	Statute of Limitations	Internal	Head of Sustainability Education
TU Dublin's formal responses to consultations conducted by HE/FE sector organisations	Last action on consultation	3 years	Destroy	Industry Standard	Internal	Head of Sustainability Education
<b>SU-03</b>	<b>Sustainability: Management of Decarbonisation</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>
Climate Action/ Decarbonisation Strategic Documents	Until Superseded	duration of strategy	Archive	Industry Standard	Public	Head of Decarbonisation
Draft Climate Action/ Decarbonisation Strategic Documents	Publication Date	5years	Destroy	Industry Standard	Internal	Head of Decarbonisation
Climate Action/Decarbonisation Policies and Procedures documents (Energy, Single-Use, Biodiversity, etc.)	Until Superseded	duration of policy or procedure	Archive	Industry Standard	Internal	Head of Decarbonisation
Climate Action/ Decarbonisation Project Files	Duration of Project	10 years	Destroy	Industry Standard	Internal	Head of Decarbonisation
Business Cases for Project Approval	Duration of Project	10 years	Archive	Industry Standard	Internal	Head of Decarbonisation

Climate Action/ Decarbonisation Applications Development and Administration	Lifetime of Application	5 years	Archive	Industry Standard	Internal	Head of Decarbonisation
Service Level Agreements	Duration of Appointment	10 years	Destroy	Industry Standard	Confidential	Head of Decarbonisation
Records/data/audits documenting the University's Energy Efficiency and Decarbonisation Performance	Until superceded	10 years	Archive	Industry Standard	Internal	Head of Decarbonisation
Records/data/audits documenting the University's Public Sector Mandate Performance	current year	10 years	Archive	Industry Standard	Internal	Head of Decarbonisation
Minor administrative records	current year	3 years	Destroy	Industry Standard	internal	Head of Decarbonisation
Decarbonisation risk identification of, or caused by, the University's premises or operations	Until Superseded	3 years	Destroy	Industry Standard	internal	Head of Decarbonisation
Climate Action legal register - all relevant legislation, regulations and requirement	current year	3 years	Destroy	Industry Standard	public	Head of Decarbonisation
Legal records: emissions and discharges consents, exemption certificates, environmental permits	current year	3 years	Destroy	Industry Standard	internal	Head of Decarbonisation
Decarbonisation actions roles and responsibility register	termination of role	5 years	Destroy	Industry Standard	internal	Head of Decarbonisation
Sustainable Campus Energy sub programme oversight (outlines how objectives and targets are met)	superceded	10 years	Destroy	Industry Standard	internal	Head of Decarbonisation
Actions by the University to raise awareness of decarbonisation targets, performance and initiatives among its staff and students	current year	5 years	Destroy	Industry Standard	public	Head of Decarbonisation
Biodiversity Policy & Plan	Until superseded	5 year	Review for archives	Industry Standard	Public	Head of Decarbonisation

Records documenting the conduct and results of the University's use and consumption of energy	Date review completed	10 years	Permanently Archive	Industry Standard	Public	Head of Decarbonisation
Environmental Impact Assessments	Date superseded	10 years	Review for archives	Industry Standard	Internal	Head of Decarbonisation
Environmental impact assessment report and opinions	Date of assessment	While relevant	Destroy	Industry Standard		Head of Decarbonisation
List of objectives and targets pertaining to sustainability and environmental management	Superseded	10 years	Destroy	Industry Standard	Public	Head of Decarbonisation
Annual Resource Plans for staff	Until superseded	Permanent	Archive	Industry Standard	Internal	Head of Decarbonisation
Annual Resource Plans - Supporting Documentation	Publication date	5 years	Destroy	Industry Standard	Internal	Head of Decarbonisation
Sustainability Policies	Until superseded	Permanent	Archive	Industry Standard	Public	Head of Decarbonisation
Competition files for staff – approval, adverts, job descriptions, application forms, shortlisting grid, coresspondence from HR to candidate	End of competition	3 years	Destroy	Data Protection Act 2018	Confidential	Head of Decarbonisation
Documentation relating to staff member for duration of contract in Sustainability, attendance, leave, probation, PMDS, etc.	Until superseded	5 years or duration of employment, whichever is longer	Destroy	Data Protection Act 2018	Confidential	Head of Decarbonisation
Procurement Files	Current year	6 years	Destroy	Data Protection	Internal	Head of Decarbonisation
Service Level Agreements	After the terms of the agreement/contract have expired	6 years	Destroy	Statute of Limitations	Internal	Head of Decarbonisation
Submissions - Business cases for approval	Duration of project	10 years	Review for Archives	Industry Standard	Internal	Head of Decarbonisation

Software Licences	Lifetime of software	5 years	Destroy	Industry Standard	Internal	Head of Decarbonisation
Risk Assessments	After process ceases	25 years	Destroy	Industry Standard	Internal	Head of Decarbonisation
Organisation and administration of public/local community/HE sector events/official visits	Completion of event	1 year	Destroy	Industry Standard	Internal	Head of Decarbonisation
TU Dublin's participation in the activities of local community/external organisations (including committees)	Termination of involvement	1 year	Destroy	Industry Standard	Internal	Head of Decarbonisation
Arrangements for corporate sponsorship of public events by TU Dublin	Termination of sponsorship	6 years	Destroy	Statute of Limitations	Internal	Head of Decarbonisation
TU Dublin's formal responses to consultations conducted by HE/FE sector organisations	Last action on consultation	3 years	Destroy	Industry Standard	Internal	Head of Decarbonisation
<b>SU-04</b>	<b>Sustainability: Management of Societal Engagement</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>
TU Dublin's membership of (local community) organisations	Termination of membership	1 year	Destroy	Industry Standard	Internal	Head of Societal Engagment
Press releases - monitoring and analysis of media coverage of TU Dublin	Current year	5 years	Destroy	Industry Standard	Internal	Head of Societal Engagment
Annual Resource Plans for staff	Until superseded	Permanent	Archive	Industry Standard	Internal	Head of Societal Engagment
Annual Resource Plans - Supporting Documentation	Publication date	5 years	Destroy	Industry Standard	Internal	Head of Societal Engagment
Societal Engagement and Living Lab Policies	Until superseded	Permanent	Archive	Industry Standard	Public	Head of Societal Engagment



Competition files for staff – approval, adverts, job descriptions, application forms, shortlisting grid, correspondence from HR to candidate	End of competition	3 years	Destroy	Data Protection Act 2018	Confidential	Head of Societal Engagment
Documentation relating to staff member for duration of contract in Sustainability, attendance, leave, probation, PMDS, etc.	Until superseded	5 years or duration of employment, whichever is longer	Destroy	Data Protection Act 2018	Confidential	Head of Societal Engagment
Procurement Files	Current year	6 years	Destroy	Data Protection	Internal	Head of Societal Engagment
Service Level Agreements	After the terms of the agreement/contract have expired	6 years	Destroy	Statute of Limitations	Internal	Head of Societal Engagment
Submissions - Business cases for approval	Duration of project	10 years	Review for Archives	Industry Standard	Internal	Head of Societal Engagment
Software Licences	Lifetime of software	5 years	Destroy	Industry Standard	Internal	Head of Societal Engagment
Risk Assessments	After process ceases	25 years	Destroy	Industry Standard	Internal	Head of Societal Engagment
Organisation and administration of public/local community/HE sector events/official visits	Completion of event	1 year	Destroy	Industry Standard	Internal	Head of Societal Engagment
TU Dublin's participation in the activities of local community/external organisations (including committees)	Termination of involvement	1 year	Destroy	Industry Standard	Internal	Head of Societal Engagment
Arrangements for corporate sponsorship of public events by TU Dublin	Termination of sponsorship	6 years	Destroy	Statute of Limitations	Internal	Head of Societal Engagment
TU Dublin's formal responses to consultations conducted by Local authorities or regional bodies	Last action on consultation	3 years	Destroy	Industry Standard	Internal	Head of Societal Engagment

SU-05	Sustainability: Management of Sustainability Intelligence					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Records relating to documenting the analysis of data concerning the University's Sustainability performance	Date review completed	10 years	Permanently Archive	Industry Standard	Public	Head of Sustainability Intelligence
Annual Resource Plans for staff	Until superseded	Permanent	Archive	Industry Standard	Internal	Head of Sustainability Intelligence
Annual Resource Plans - Supporting Documentation	Publication date	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Intelligence
Sustainability Intelligence Policies	Until superseded	Permanent	Archive	Industry Standard	Public	Head of Sustainability Intelligence
Competition files for staff – approval, adverts, job descriptions, application forms, shortlisting grid, coresspondence from HR to candidate	End of competition	3 years	Destroy	Data Protection Act 2018	Confidential	Head of Sustainability Intelligence
Documentation relating to staff member for duration of contract in Sustainability, attendance, leave, probation, PMDS, etc.	Until superseded	5 years or duration of employment, whichever is longer	Destroy	Data Protection Act 2018	Confidential	Head of Sustainability Intelligence
Procurement Files	Current year	6 years	Destroy	Data Protection	Internal	Head of Sustainability Intelligence
Service Level Agreements	After the terms of the agreement/contract have expired	6 years	Destroy	Statute of Limitations	Internal	Head of Sustainability Intelligence
Submissions - Business cases for approval	Duration of project	10 years	Review for Archives	Industry Standard	Internal	Head of Sustainability Intelligence
Software Licences	Lifetime of software	5 years	Destroy	Industry Standard	Internal	Head of Sustainability Intelligence

Risk Assessments	After process ceases	25 years	Destroy	Industry Standard	Internal	Head of Sustainability Intelligence
Organisation and administration of public/local community/HE sector events/official visits	Completion of event	1 year	Destroy	Industry Standard	Internal	Head of Sustainability Intelligence
TU Dublin's participation in the activities of local community/external organisations (including committees)	Termination of involvement	1 year	Destroy	Industry Standard	Internal	Head of Sustainability Intelligence
Arrangements for corporate sponsorship of public events by TU Dublin	Termination of sponsorship	6 years	Destroy	Statute of Limitations	Internal	Head of Sustainability Intelligence
TU Dublin's formal responses to consultations conducted by external accreditation bodies/agencies	Last action on consultation	3 years	Destroy	Industry Standard	Internal	Head of Sustainability Intelligence
<b>SU-06</b>	<b>Sustainability: Management of Sustainability Projects</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>
HEA Building Change, HCI Project reports & documentation	Publication Date	5years	Archive	Industry Standard	Internal	VP Sustainability
Walk21 Conference Project reports & documentation	Publication Date	5years	Archive	Industry Standard	Internal	VP Sustainability
HEA Healthy Campus Action Plan	Publication Date	5years	Archive	Industry Standard	Internal	VP Sustainability
HEA Healthy Campus Reports & Documentation	Publication Date	5years	Archive	Industry Standard	Internal	VP Sustainability
Sustainable Travel Survey (NTA/TFI) results and Reports	Publication Date	5years	Archive	Industry Standard	Public	VP Sustainability

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	22/09/2025
Date Reviewed by Information Governance Office	31/10/2025
Date of Last Review	31/10/2025

