

UCD Records Management and Freedom of Information

Aonad Bainistíochta Taifead & Saoráil Faisnéise UCD

UCD HR Retention Policy and Schedule

All human resource employee records created and received by the University or its officers and employees in the course of their official duties, will be held in electronic format only. These records will be retained as outlined in the schedule below to ensure that the legal, administrative, financial and operational requirements of the University are met.

This retention policy and schedule will be reviewed periodically in light of experience and any legal amendments to data protection law.

Approved August 2011

General classes of records held by University HR departments.	Default retention period: This is the suggested time period for which these electronic records should be held based on legal precedence and experience elsewhere	Final disposition: After the retention period expires these electronic records should be deleted.
Annual/sick leave records	4 years	Dispose of the electronic version of this document retaining a full audit history
Time sheets	3 years	See above
Records of staff training	5 years	See above
Unsolicited applications for positions	1 year	See above
Competition files	The content of files relating to competitions for posts varies between organisations. Some material (listed separately below) should be retained indefinitely. The bulk of	See above

	material should be retained for two years after the competition is closed.	
Vacancy notification	Retain for 2 years after closing of competition	See above
Advert copies	Retain for 2 years after closing of competition	See above
Job description	Retain for duration of employment. On retirement or resignation hold for a further six years.	See above
Applications and CV's of candidates who are called for interview	Retain for 2 years after closing of competition	See above
Selection criteria	Retain indefinitely	See above
Candidates not qualified or short listed	Retain list of candidates who applied, but destroy material such as application forms and CV's after 2 years.	See above
Candidates short listed but not successful at interview or who are successful but do not accept offer	Retain for 2 years then destroy	See above
Interview Board marking sheet and Interview Board notes	Retain for duration of employment. On retirement or resignation hold for a further six years.	See above
Panel recommendation by Interview Board	Retain for duration of employment. On retirement or resignation hold for a further six years.	See above
Assessment Boards report files	Retain for duration of employment. On retirement or resignation hold for a further six years.	See above
Promotions Board files	Retain for duration of employment. On retirement or resignation hold for a further six years.	See above
Promotion Boards assessment report files	Retain for duration of employment. On retirement or resignation hold for a further six years.	See above

Superannuation/pension/retirement records	Retain until pensioner and dependent spouse are deceased and dependent children are finished full time education plus 3 years.	See above
Staff Personnel Files	Retain for duration of employment. On retirement or resignation hold for a further six years but retain service records for superannuation/pension purposes. Destroy remainder listed below.	See above
Application/CV	See above	See above
PAF	See above	See above
Employee set up form	See above	See above
Email/Correspondence	See above	See above
References	See above	See above
Recruitment medical	See above	See above
Contract/Job specification/Job description	See above	See above
Probation forms	See above	See above
Parental leave	Retain for 8 years	See above
Discipline records	Hold on personal file/disciplinary file for duration of employment plus six years after resignation/retirement, then destroy. Where disciplinary policy provides for earlier removal destroy but keep a record that a warning was issued. Where the matter involved criminal activity these records should be retained indefinitely.	See above
Allegations and complaints	Where the complaint is found to be untrue or unwarranted make a note on personal file index that a complaint was made, but there is no need to keep detailed documentation or refer back to previous cases if further separate allegations	See above

	are made in the future.	
Occupational health records	Depending on the types of materials to which the staff member was exposed (e.g. carcinogens) the health screening reports may need to be retained for up to 40 years. Consult with your local Health & Safety Officer about retention periods for this class of record.	See above
Pre-employment medical reports	Retain on personal file for duration of employment plus 6 years.	See above
Industrial relations files	Hold policy documents and the history of their evolution indefinitely.	See above
Agreements-pay and others	Retain indefinitely	See above
Leave policy	Retain indefinitely	See above
Employment policy	Retain indefinitely	See above
Surveys/reports	Retain indefinitely	See above
Union correspondence	Retain indefinitely	See above
Individual industrial relations issues	Retain indefinitely	See above
Minutes of meetings	Retain indefinitely	See above
Labour Court Recommendations	Retain indefinitely	See above
Contracts for services Examples of contracts for services that may be held by Personnel/HR departments include EAP contracts with service providers and contracts with healthcare professionals.	Retain for the duration of the contract plus six years	See above

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