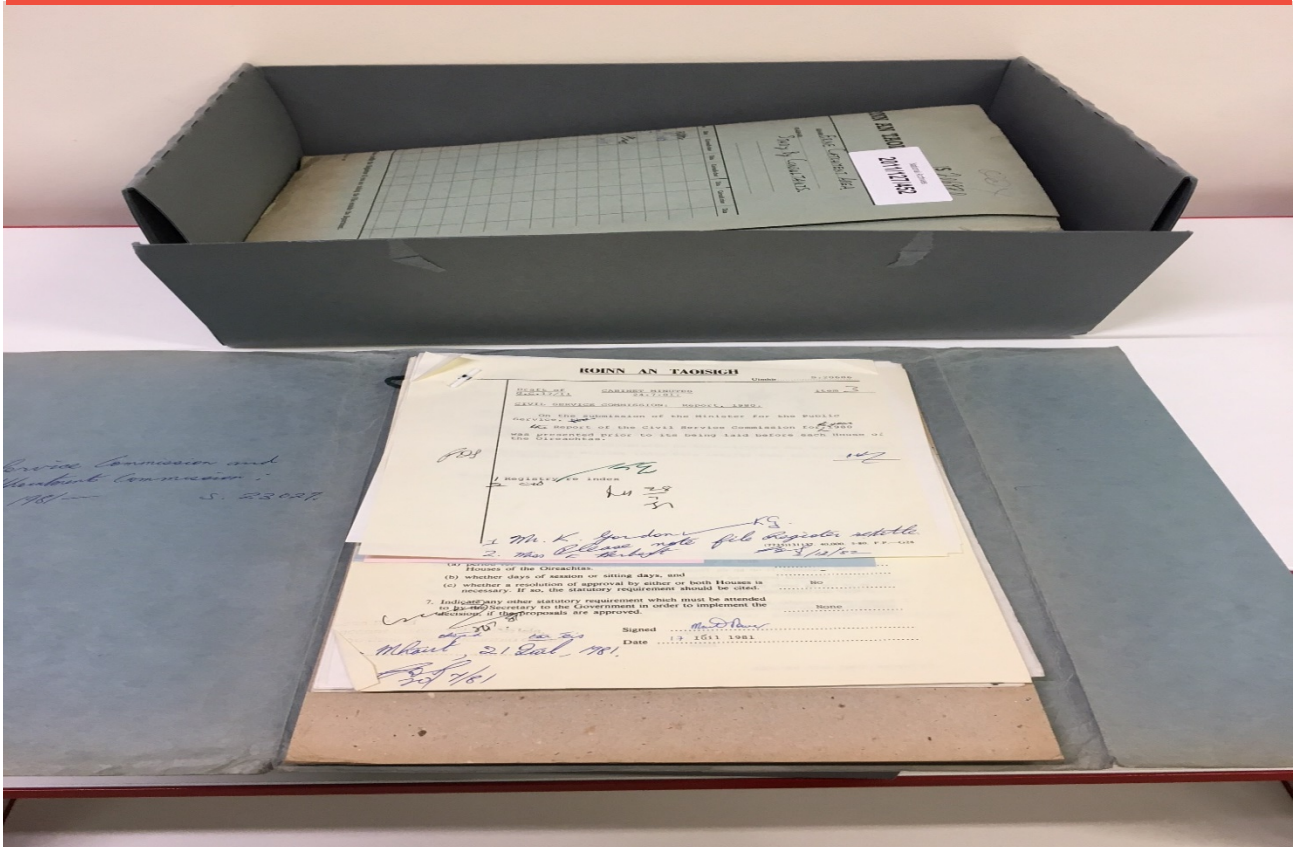




An Chartlann Náisiúnta
National Archives

RECORDS RETENTION SCHEDULE

SCHEDULE OF RECORDS COMMON TO ALL DEPARTMENTS OF STATE



CONTENTS

| | |
|---|-----------|
| Document Control..... | 2 |
| 1. Purpose..... | 3 |
| 2. Scope | 3 |
| 3. Definitions..... | 3 |
| 4. Objectives and benefits | 3 |
| 5. Using the Records Retention Schedule | 4 |
| 5.1 General format: functions and activities | 4 |
| 5.2 Fields/headings | 6 |
| 6. Approval & Review | 10 |
| 7. Schedule of Records | 11 |
| UNIT – MIN: Minister’s Office | 11 |
| UNIT – CG: Corporate Governance | 12 |
| UNIT – IM: Information Management | 21 |
| UNIT – COM: Communications | 35 |
| UNIT – CS: Corporate Services | 39 |
| UNIT – LEG: Legal Services | 54 |
| UNIT – FIN: Finance..... | 55 |
| UNIT – HR: Human Resources..... | 60 |
| UNIT – ICT: Information and Communications Technology | 84 |
| UNIT – POL: Policy..... | 89 |
| UNIT – PRO: Project Planning and Management..... | 93 |
| UNIT – GR: Grant Schemes | 96 |
| UNIT – PS: Payment Schemes | 101 |
| UNIT – REF: Reference Material | 105 |
| Index to Record Series | 106 |

DOCUMENT CONTROL

| | |
|---|--|
| Document title | Records Retention Schedule |
| Reference number | |
| Version | 1.0 |
| Date | October 2020 |
| Status | Final |
| Contributors to this version | |
| Document objectives | To identify retention periods for departmental records, to facilitate appropriate disposal of records in line with procedures set out in Section 7 of the National Archives Act 1986 and to ensure that records of permanent value are identified and preserved for transfer to the National Archives. |
| Intended recipients for final document | All Departments of State and public bodies subject to the National Archives Act, 1986 |
| Approving body for final document | National Archives |
| Date approved | October 2020 |
| Date of issue | October 2020 |
| Review date | Periodically |
| Contact for review | Head of Current Records, Archives and Government Services Division |

1. PURPOSE

The purpose of this Records Retention Schedule is to identify retention periods for generic series of departmental records common to all Departments of State. This in turn, will:

- Facilitate the co-ordinated and standardised management of all records within Departments from creation through to disposition.
- Facilitate appropriate disposal of these records in line with legal obligations as set out in ¹Section 7 of the National Archives Act, 1986.
- Ensure that records of permanent value are identified and preserved for transfer to the National Archives as set out in Section 8 of the National Archives Act, 1986.

2. SCOPE

THIS RECORDS RETENTION AND DISPOSAL SCHEDULE IS ISSUED BY THE NATIONAL ARCHIVES AS GUIDANCE ONLY

The Schedule is based on generic file series common to all Departments of State. It applies equally to hard copy paper records and to born digital records, including emails and all other formats.

3. DEFINITIONS

- **Department of State** is defined in section 1(2) of the National Archives Act, 1986 and includes all government departments, all courts and 61 bodies listed in the schedule to the Act and any future bodies added to the schedule.
- **Departmental record** is defined in section 2(2) of the National Archives Act, 1986 as a record in any format, made or received and held in the course of its business, by a Department of State or any public body, which is a committee, commission or tribunal of enquiry appointed from time to time by the Government, a member of the Government or the Attorney General.

4. OBJECTIVES AND BENEFITS

Objectives of the Records Retention Schedule and derived benefits from its implementation:

OBJECTIVES:

To ensure Departmental records are retained for as long as they have administrative or legal value.

To ensure Departmental records are disposed of only after minimum legal retention requirements have been met.

¹ The disposal of any departmental records without authorisation from the Director of the National Archives is a breach of section 7 of the National Archives Act, 1986.

To avoid the unnecessary retention of Departmental records, which have no enduring archival or evidential value.

To ensure records worthy of permanent preservation are retained and are transferred to the National Archives at the appropriate time, in line with agreed procedures.

To ensure decisions regarding the retention and disposal of records are taken and implemented as part of a co-ordinated standardised records management policy by Departments of State and not on an ad-hoc or informal basis by individual staff members or units.

To ensure authorised Certificates of Disposal are issued by the Director of the National Archives **prior** to the disposal of any records.

BENEFITS OF IMPLEMENTATION:

Compliance with legislative and regulatory provisions regarding the retention of records, including the National Archives Act, 1986, Data Protection Act, 2018 and Freedom of Information Act, 2014.

Avoidance of unnecessary accumulation of records in both paper and digital formats.

Controlled disposal of records in a managed and co-ordinated manner, in compliance with Section 7 of the National Archives Act, 1986.

Financial savings with regard to the use of commercial storage companies for the unnecessary retention of paper records that do not warrant permanent preservation as archives.

Informed management of records in digital format, including the allocation of ICT and information management resources required for the preservation of digital information over time.

Efficient identification of records of archival value.

5. USING THE RECORDS RETENTION SCHEDULE

5.1 GENERAL FORMAT: FUNCTIONS AND ACTIVITIES

The Records Retention Schedule includes organisational units common to all Departments of State, each of which has been allocated an alphabetic code. Every unit contains details of the functions and activities that are typically undertaken and lists the record series or record types which support these functions and activities. For each record series or record type, a retention period has been identified. This retention period is issued as guidance only. Where records do not hold archival value it is the responsibility of Departments of State to determine how long they are retained based on their own business needs and potential legislative and regulatory requirements.

A Function may be conducted entirely within a single unit, or it may have input from a number of units. Where a function requires input from a number of units, guidance will be contained within the lead unit. For example, the archiving of a website will be undertaken by an ICT unit, but the website and content is managed by the Communications unit so website is listed under Communications. Where records are generated across each function, they have been included as a separate function. For example, records relating to procurement and project management.

UNITS AND FUNCTIONS/ACTIVITIES:

| | |
|--|---|
| <u>MIN: Minister's Office</u> | MIN/1: Ministerial Representations MIN/2: Minister's Diary and Appointments MIN/3: Cabinet Papers |
| <u>CG: Corporate Governance</u> | CG/1: Management Board CG/2: Corporate Affairs CG/3: Internal Audit CG/4: Comptroller and Auditor General CG/5: Procedures and Policy Development |
| <u>IM: Information Management</u> | IM/1: Records Management IM/2: Freedom of Information IM/3: Environment IM/4: Data Protection IM/5: Parliamentary Questions IM/6: Ombudsman |
| <u>COM: Communications</u> | COM/1: Press Office COM/2: Website COM/3: Events COM/4: Communications (Public) COM/5: Complaints |
| <u>CS: Corporate Services</u> | CS/1: Security and People Management CS/2: Buildings and Facilities Management CS/3: Risk Management CS/4: Health and Safety CS/5: Procurement CS/6: Project Planning and Management |
| <u>LEG: Legal Services</u> | LEG/1: Legal Services |
| <u>FIN: Finance</u> | FIN/1: Financial Management FIN/2: Financial Reporting FIN/3: Financial Accounting |
| <u>HR: Human Resources</u> | HR/1: Policy and Planning HR/2: Recruitment (PAS) |

| | |
|---|--|
| | HR/3: Recruitment (Direct/Licence) |
| | HR/4: Internal Competitions |
| | HR/5: Ministerial Appointments |
| | HR/6: Candidate Clearance |
| | HR/7: Conditions of Employment |
| | HR/8: Employee Records |
| | HR/9: Employee Payroll and Pension Records |
| | HR/10: Medical Records |
| | HR/11: Disability and Occupational Health |
| | HR/12: Learning and Development |
| | HR/13: Industrial Relations |
| <u>ICT: Information and Communications Technology:</u> | ICT/1: Strategy and Planning |
| | ICT/2: Operations |
| | ICT/3: Hardware and Software |
| | ICT/4: Data Protection and Security |
| | ICT/5: Business Continuity |
| <u>POL: Policy Development</u> | POL/1: Policy Development |
| <u>PRO: Project Development and Management</u> | PRO/1: Project Planning and Management |
| <u>GR: Grant Schemes</u> | GR/1: Policies and Procedures |
| | GR/2: Administration, Processing and Reporting |
| | GR/3: Appeals |
| <u>PS: Payment Schemes</u> | PS/1: Policies and Procedures |
| | PS/2: Administration, Processing and Reporting |
| | PS/3: Appeals |
| <u>REF: Reference records</u> | REF/1: Reference Material |

5.2 FIELDS/HEADINGS

The Retention Schedule is organised into the following fields:

| | |
|---------------------------|--|
| Record Series Code | Unique series code/reference |
| Record Series: | The record type |
| File Examples: | Examples of contents of files |
| Trigger: | Event that prompts start of retention period |
| Retention Period: | Period for which the records should be retained |
| Action: | The action to be taken when the non-current period has expired |
| Rationale: | The basis on which the Action is recommended |

5.2.1 RECORD SERIES CODE

A unique code to identify the department, function, and record series and sub-series:

DEPARTMENT NAME/UNIT/FUNCTION OR ACTIVITY/UNIQUE NUMERICAL IDENTIFIERS

Examples:

- **FIN/CG/2/1:** Department of Finance/Corporate Governance/Corporate Affairs/Strategic Plan
- **DFA/CG/3/6:** Department of Foreign Affairs/Corporate Governance/Internal Audit/ Audit Investigations
- **AG/HR/9/3:** Department of Agriculture/Human Resources/Payroll and Pension Records/Staff Pension Files

5.2.2 RECORD SERIES

Identification of the record series or record type.

5.2.3 FILE EXAMPLES

Examples of common content associated with the particular record series. This list is not exhaustive and is issued as guidance only.

5.2.4 TRIGGER

The Trigger is the event that prompts the start of the retention period. It tends to be based on either a defined point in the business process it supports. For example, termination of a contract or completion of a project, closure of a service user case file. It can also be a calendar date, often the end of the current calendar year or financial year to which the records relate. The trigger indicated depends on what makes most sense operationally.

Examples:

Publication date:

This normally appears in relation to reports, policies, procedures, guidelines and other records which are published periodically. Publication may take place on a regular basis or less frequently depending on the function it supports.

Until superseded:

This normally appears in relation to records that are reviewed and re-issued periodically. Such records should be retained as current records until they are superseded by an updated version.

5.2.5 RETENTION PERIOD

This field specifies the period the record series is to be retained. The trigger starts the retention period which will be at the closure of the activity of the record. Retention periods indicated in this document are for guidance only, and Departments of State must ensure that any disposal of records takes account of all business and legal or regulatory requirements. The disposal of any departmental records without the prior authorisation of the Director of the National Archives is a breach of section 7 of the National Archives Act, 1986.

Examples:

Specific number of years (e.g. 3 years, 5 years, etc.):

The records should be retained for the stipulated number of years **after** the trigger and activity in question has expired.

30 years

This relates to records which are identified as warranting permanent preservation and transfer to the National Archives. Such records should be retained by the Department for 30 years after the relevant activity has been completed and then transferred to the National Archives in line with agreed procedures.

5.2.6 ACTION

This field stipulates the action to be taken at the end of the stated retention period. Details of Actions used in this retention schedule are as follows:

| Stated action | Detail | Procedure (end of retention period) |
|--|--|---|
| Destroy subject to authorisation from the National Archives | For records that have no long-term value as archives. These usually consist of routine administrative or processing records. The records should be securely disposed of, in line with section 7(5) of the National Archives Act, 1986 and the records disposal procedures of Departments of State. <u>Authorisation for disposal must be sought in advance from the Director of the National Archives</u> by the Certifying Officer in the Department of State. | <ul style="list-style-type: none"> ➤ Ensure National Archives ²Disposal Authorisation is in place (obtain authorisation if not already in place). ➤ Disposal of records that accrue on a regular basis should be sought once on an ongoing basis. ➤ Disposal of records without the authorisation of the Director of the National Archives is a breach of Section 7 of the National Archives Act, 1986. ➤ Arrange for confidential destruction. ➤ Further information: ➤ https://www.nationalarchives.ie/services-to-government-and-courts/disposal-of-departmental-records/ |
| Retain permanently within Department | Certain records should be retained on a permanent basis by Departments of State. These records should not be transferred to the National Archives. These may include personnel records, | <ul style="list-style-type: none"> ➤ Retain records securely within Department. ➤ Apply to Consenting Officer in the Department of the Taoiseach for retention/withholding when |

² The disposal of any departmental records without authorisation from the Director of the National Archives is a breach of section 7 of the National Archives Act, 1986.

| | | |
|--------------------------------------|---|--|
| | property ownership and title deeds, records required for reference purposes and certificates signed by the Director of the National Archives authorising disposal of records. | records reach 30 years old ➤ Further information: https://www.nationalarchives.ie/services-to-government-and-courts/retaining-departmental-records/ |
| Review for National Archives | In a small number of cases, the Records Retention Schedule may recommend that records be reviewed before agreeing the final action. This should arise with regard to a small percentage of records, where their long-term value is unclear. In such cases, records are to be reviewed by a Departmental ³ Certifying Officer, Departmental Records Manager (or equivalent) and the National Archives. | ➤ Review for either transfer to National Archives or further retention in Department or authorised disposal |
| Transfer to National Archives | Records that warrant permanent preservation because of their historical or evidential value must be transferred to the National Archives when they are 30 years old, i.e. 30 years after the last substantive entry on the file or record in question. Departments of State are legally responsible for maintaining records in both paper and digital format until such time as they are transferred to the National Archives and a Certificate for the Release of Departmental Records signed by the Certifying Officer. | ➤ Departments of State should contact Archives and Government Services Division of the National Archives prior to commencing work on the preparation of records for transfer. ➤ Further information: https://www.nationalarchives.ie/services-to-government-and-courts/transfer-of-records-training/ |

5.2.7 RATIONALE

This briefly explains the basis on which the agreed Action has been decided. It may be a specific piece of legislation, a business requirement or standard best practice that has arisen with regard to specific record types.

The rationale may refer to specific legislation which stipulates retention periods for certain types of records, for example the Taxes Consolidation Act, 1997. In some cases, the rationale is based on legislation that does not quote specific retention periods, but is an important factor influencing records retention and disposal decisions, for example the Data Protection Act, 2018.

Where there is no specific legal stipulation with regard to certain record types, the rationale is based on accepted best practice or precedents used elsewhere within the international archival

³ A Certifying Officer is an officer of at least Principal Officer Grade, or equivalent, appointed by the Secretary General, or equivalent, of the Department of State who is responsible for the implementation of the National Archives Act, 1986 within their organisation.

community for the retention of departmental records in any format. Where no specific legislation is referenced, or no international precedent is cited, the term '**Business Use**' indicates that the retention period is based on normal administrative needs and business requirements.

5.2.8 NOTES

Any additional relevant detail, where appropriate.

6. APPROVAL & REVIEW

This Records Retention Schedule is approved by the Director of the National Archives. Although the National Archives currently has no statutory function for records management in Departments of State, with the exception of disposal of records under section 7 of the National Archives Act, 1986, this schedule is intended to give guidance to Departments on the direction they should take with regard to the retention and disposal of their records. It is intended as guidance **only** and may be adapted for the business requirements of individual departments or divisions. It must be considered as part of an overall records management policy and the development of classification schemes based on the functions and business activities of departments, or bodies under their aegis.

All Departments of State, court offices and bodies listed in the schedule to the National Archives Act, 1986 are advised to follow this guidance to ensure compliance with their statutory obligations for the management of records of state, including the National Archives Act, 1986, Freedom of Information Act, 2014 and Data Protection Act, 2018.

REVIEW

This Records Retention Schedule will be reviewed periodically by the National Archives, and will be amended and updated as appropriate. Updates will be published on the website of the National Archives under the [Services to Government section](#).

7. SCHEDULE OF RECORDS

UNIT – MIN: MINISTER'S OFFICE

MIN/1: MINISTERIAL REPRESENTATION

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|----------------------|--|---------------|---------------------|------------------|--|---|---|
| DEPT NAME/MIN/1/1 | Completed Reps: hard copy | | Date of response | 1 year | Destroy subject to authorisation from National Archives | Official record retained on reps system | Hard copies returned by Minister's Office to relevant Department once response is issued. |
| DEPT NAME/MIN/1/2 | Completed Reps: routine reps (electronic copy on reps system) | | Date of response | 5 years | Destroy subject to authorisation from National Archives | Business use | Relates to reps on common or routine issues. |
| DEPT NAME/MIN/1/3 | Completed Reps: significant issues (electronic copy on reps system) | | Date of response | 30 years | Transfer to National Archives | National Archives Act, 1986 | Relates to reps on major issues of national importance or controversy or non-standard queries. |

MIN/2: MINISTER'S DIARY AND APPOINTMENTS

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|------------------------|---------------------------------------|---|------------------------|------------------|--|-----------------------------------|-------|
| DEPT NAME/MIN/2/1 | Invitations | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | End of current year | 3 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/MIN/2/1/1 | Invitations accepted: minor events | | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |

| DEPT NAME/MIN/2/1/2 | Invitations accepted: major events | | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | Retain details of attendance at major national or international events. |
|------------------------------|---------------------------------------|--|------------------------|--|--|-----------------------------------|--|
| DEPT NAME/MIN/2/1/3 | Invitations declined | | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/MIN/2/2 | Minister's diary | | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/MIN/2/3 | Minister's speeches | | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| MIN/3: CABINET PAPERS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/MIN/3/1 | Cabinet Papers: local copy | | Date of meeting | Until no longer required by Minister | Destroy subject to authorisation from National Archives | Business use | Official cabinet records are held by the Department of the Taoiseach. |
| DEPT NAME/MIN/3/2 | Ministerial briefings | <ul style="list-style-type: none"> ➤ Correspondence and annotations containing decisions, comments, observations etc. ➤ Replies ➤ Submissions | Date of briefing | 30 years | Transfer to National Archives | National Archives Act, 1986 | Briefing notes, replies and formal advice. |

UNIT – CG: CORPORATE GOVERNANCE

CG/1: MANAGEMENT BOARD

| Record series | Record Series | File examples | Trigger | Retention | Action | Rationale | Notes |
|---------------|---------------|---------------|---------|-----------|--------|-----------|-------|
|---------------|---------------|---------------|---------|-----------|--------|-----------|-------|

| code | | | | Period | | | |
|--------------------------------|---|--|---------------------|------------------|--|-----------------------------|---|
| DEPT NAME/CG/1/1 | Management Board files | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Memoranda to government ➤ Decisions ➤ Policy development ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | <p>A record of no observations/feedback should also be retained.</p> <p>Divisional input to MB is retained locally.</p> |
| DEPT NAME/CG/1/1/1 | Management Board files: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | End of current year | 3 years | ⁴ Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| CG/2: CORPORATE AFFAIRS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CG/2/1 | Strategic Plans: final version | <ul style="list-style-type: none"> ➤ Final plan ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/2/1/1 | Strategic Plans: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | <p>Input from sections within Department.</p> <p>No substantive changes would</p> |

⁴ Prior to disposing of **any** record series identified in this schedule for disposal, National Archives disposal authorisation must be obtained. Unauthorised disposal of Departmental records is a breach of Section 7 of the National Archives Act, 1986.

| | | | | | | | |
|-----------------------|---|--|------------------|----------|---|-----------------------------|--|
| | | | | | | | include minor amendments and corrections to spelling etc. |
| DEPT NAME/CG/2/1/2 | Strategic Plan: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CG/2/1/3 | Strategic Plans: Progress reports | | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/2/2 | Annual Reports: final version | <ul style="list-style-type: none"> ➤ Final report ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/2/2/1 | Annual Reports: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | Input from sections within Department. No substantive changes would include minor amendments and corrections to spelling etc. |
| DEPT NAME/CG/2/2/2 | Annual Reports: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |

| | | | | | | | |
|-----------------------|---|--|------------------|----------|----------------------------------|-----------------------------|--|
| | | documentation | | | | | |
| DEPT NAME/CG/2/3 | Reports from bodies under the aegis of the Department | <ul style="list-style-type: none"> ➤ Final report ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/2/4 | Reports to external bodies | <ul style="list-style-type: none"> ➤ Final report ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | Representation or input by the Department or agency to National, European or International bodies. |
| DEPT NAME/CG/2/5 | Corporate Business Plan: final version | <ul style="list-style-type: none"> ➤ Final plan ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | A record of no observations or feedback should also be retained. |
| DEPT NAME/CG/2/5/1 | Corporate Business Plan: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | Input from sections within Department. No substantive changes would include minor amendments and corrections to spelling etc. |
| DEPT NAME/CG/2/5/2 | Corporate Business Plan: supporting | <ul style="list-style-type: none"> ➤ Routine correspondence | Publication date | 3 years | Destroy subject to authorisation | National Archives Act, | |

| | administration | regarding planning of meetings etc. ➤ Duplicate documentation | | | from National Archives | 1986 | |
|-----------------------------|--|---|---------------------|-------------------------|-------------------------------|-----------------------------|--|
| CG/3: INTERNAL AUDIT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CG/3/1 | Internal Audit Unit Charter | | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/3/2 | Internal Audit Unit Strategic/Periodic Plans | | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/3/3 | Internal Audit guides and standards | | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/3/4 | Audit Committee | <ul style="list-style-type: none"> ➤ Terms of Reference/Charter ➤ Membership ➤ Minutes of meetings ➤ Briefs, follow ups, notes etc. ➤ Correspondence containing decisions, comments, observations etc. | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/3/5 | Reports to Secretary General | <ul style="list-style-type: none"> ➤ Correspondence ➤ Minutes of meetings ➤ Reports | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/3/6 | Internal Audit Investigations: <ul style="list-style-type: none"> ➤ Value for Money ➤ Efficiency audits ➤ Risk management | <ul style="list-style-type: none"> ➤ Final report ➤ Recommendations ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | Where internal audit is outsourced Departments and Agencies should make provision in any contractual |

| | <ul style="list-style-type: none"> ➤ Governance ➤ Policy review | <ul style="list-style-type: none"> observations etc. ➤ Feedback on audit findings ➤ Drafts with substantive changes | | | | | arrangements for the capture of records worthy of permanent preservation. |
|--|---|---|------------------|------------------|---|-----------------------------|--|
| DEPT NAME/CG/3/6/1 | Internal Audit Investigations: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | No substantive changes would include minor amendments and corrections to spelling etc. |
| DEPT NAME/CG/3/6/2 | Internal Audit Investigations: supporting administration | <ul style="list-style-type: none"> ➤ Working papers/duplicate documentation received from Divisions as part of audit process ➤ Routine correspondence regarding administrative issues | Publication date | 3 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/3/7 | Internal Audit: follow up | <ul style="list-style-type: none"> ➤ Reports on follow up of initial investigation findings ➤ Progress reports ➤ Minutes of meetings ➤ Correspondence | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| CG/4: COMPTROLLER AND AUDITOR GENERAL | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CG/4/1 | Comptroller and Auditor General: Value for Money Audits | <ul style="list-style-type: none"> ➤ Final report ➤ Recommendations ➤ Minutes of meetings ➤ Correspondence with C&AG ➤ Internal | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | Investigation and report records held by C&AG. |

| | | <ul style="list-style-type: none"> ➤ correspondence regarding issues arising ➤ Feedback on audit findings | | | | | |
|--|---|---|------------------|------------------|---|-----------------------------|---|
| DEPT NAME/CG/4/2 | Comptroller and Auditor General: Value for Money Audits: supporting administration | <ul style="list-style-type: none"> ➤ Working papers/duplicate documentation copied from records as part of audit process | Publication date | 3 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/4/3 | Comptroller and Auditor General: follow up | <ul style="list-style-type: none"> ➤ Reports on follow up of initial investigation findings ➤ Minutes of meetings ➤ Correspondence ➤ Progress reports | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| CG/5: PROCEDURES AND POLICY DEVELOPMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CG/5/1 | Policy files | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Reports ➤ Briefs ➤ Submissions ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | Policy files should be categorised according to the statutory function and division they support. |
| DEPT NAME/CG/5/1/1 | Policy files: drafting file | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 7 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT | Policy files: | <ul style="list-style-type: none"> ➤ Routine | Publication date | 3 years | Destroy subject | Business use | |

| | | | | | | | |
|---------------------|--|---|------------------|----------|---|-----------------------------|---|
| NAME/CG/5/1/2 | administrative support | <ul style="list-style-type: none"> correspondence regarding planning of meetings etc. ➤ Duplicate documentation | | | to authorisation from National Archives | | |
| DEPT NAME/CG/5/2 | Inter-Divisional meetings and working groups | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Reports ➤ Briefs ➤ Submissions ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Date of meeting | 30 years | Transfer to National Archives | National Archives Act, 1986 | Input to policy development, evolution of Department. |
| DEPT NAME/CG/5/3 | Inter-Agency meetings and working groups | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Reports ➤ Briefs ➤ Submissions ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Date of meeting | 30 years | Transfer to National Archives | National Archives Act, 1986 | Input to policy development, evolution of Department. |
| DEPT NAME/CG/5/4 | Departmental Procedures | <ul style="list-style-type: none"> ➤ Final procedures ➤ Minutes of meeting ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT | Departmental | <ul style="list-style-type: none"> ➤ Drafts with no | Until superseded | 5 years | Review for | National | Input from sections |

| | | | | | | | |
|-----------------------|--|---|---------------------|----------|---|-----------------------------|---|
| NAME/CG/5/4/1 | Procedures: drafting documents | <ul style="list-style-type: none"> ➤ substantive changes ➤ Background research ➤ Routine correspondence | | | National Archives | Archives Act, 1986 | within Department. |
| DEPT NAME/CG/5/4/2 | Departmental Procedures: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 5 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/CG/5/5 | Statistical records: analysis and case files | | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | External and Internal statistical development and research. Statistical records and databases should be categorised according to the statutory function and division creating the data. |
| DEPT NAME/CG/5/6 | Diaries and notebooks: grades AP and above (manual and electronic) | | End of current year | years | Review for National Archives | National Archives Act, 1986 | Do not dispose of these where there is an active query or investigation relating to the period in question. For Minister's Diary, see MIN/2. |
| DEPT NAME/CG/5/7 | Diaries and notebooks: up to grade HEO (manual and electronic) | | End of current year | 3 years | Review for National Archives | National Archives Act, 1986 | Do not dispose of these where there is an active query or investigation relating to the period in question. |

UNIT – IM: INFORMATION MANAGEMENT

IM/1: RECORDS MANAGEMENT

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|---------------------|--|--|---------|------------------|--------------------------|--------------|---|
| DEPT NAME/IM/1/1 | National Archives Act: Appointment of Consenting Officer | <ul style="list-style-type: none"> ➤ Database/schedule of Consenting Officers appointed by Secretary General ➤ Correspondence with National Archives | Nil | Permanent | Retain within Department | Business use | Consenting Officer is an officer of the Department of the Taoiseach only, with responsibility for overseeing the implementation of the National Archives Act, 1986 in Departments of State. |
| DEPT NAME/IM/1/2 | National Archives Act: Appointment of Certifying Officers | <ul style="list-style-type: none"> ➤ Database/schedule of Certifying Officers appointed by Secretary General ➤ Correspondence with National Archives | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/1/3 | National Archives Act: Appointment of Requisitioning Officers | <ul style="list-style-type: none"> ➤ Database/schedule of Requisitioning Officers appointed by Secretary General ➤ Correspondence with National Archives | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/1/4 | National Archives Act: transfer of | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence with | Nil | Permanent | Retain within Department | Business use | |

| | | | | | | | |
|--------------------|--|--|-----|-----------|--------------------------|--------------|--|
| | records | <ul style="list-style-type: none"> ➤ National Archives Correspondence with Consenting Officer | | | | | |
| DEPT NAME/IM/1/4/1 | National Archives Act: schedule of records for annual transfer | <ul style="list-style-type: none"> ➤ List of files for release under 20/30 year rule ➤ Certificate for the transfer of records for release to the public signed by departmental Certifying Officer ➤ Correspondence with National Archives | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/1/5 | National Archives Act: schedule of records for retention | <ul style="list-style-type: none"> ➤ List of files to be retained ➤ Certificate for the retention of departmental records signed by departmental Certifying ➤ Review of retained records after 5 years | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/1/6 | National Archives Act: schedule of records for withholding from public release under 20/30 year rule | <ul style="list-style-type: none"> ➤ List of files to be retained ➤ Certificate for the withholding of departmental records signed by departmental Certifying Officer and counter-signed by the Consenting Officer in the Department of the Taoiseach ➤ Review of withheld records after 5 years ➤ Correspondence with | Nil | Permanent | Retain within Department | Business use | |

| | | | | | | | |
|------------------|---|--|-----|-----------|--------------------------|--------------|--|
| | | Consenting Officer in the Department of the Taoiseach/National Archives regarding the retention of records/review of retention after 5 years | | | | | |
| DEPT Name/IM/1/7 | National Archives Act: schedule of records for abstraction from public release under 20/30 year rule | <ul style="list-style-type: none"> ➤ List of abstracted departmental records to be retained ➤ Certificate for the abstraction of departmental records signed by departmental Certifying Officer and counter-signed by the Consenting Officer in the Department of the Taoiseach ➤ Review of abstracted records after 5 years ➤ Correspondence with Consenting Officer in the Department of the Taoiseach/National Archives regarding the abstraction of records/review of abstracted records after 5 years | Nil | Permanent | Retain within Department | Business use | |
| DEPT Name/IM/1/8 | National Archives Act: prescription of an entire class of records from public release under 20/30 year rule | <ul style="list-style-type: none"> ➤ Schedule of class of departmental records to be retained under section 8(2) of National Archives Act, 1986 ➤ Schedule of class of | Nil | Permanent | Retain within Department | Business use | |

| | | | | | | | |
|--------------------|---|--|-----|-----------|--------------------------|--------------|--|
| | | <p>departmental records to be withheld under section 8(4) of National Archives Act, 1986</p> <ul style="list-style-type: none"> ➤ Correspondence with the Department of the Taoiseach/National Archives regarding the retention/withholding of an entire class of prescribed records | | | | | |
| DEPT NAME/IM/1/9 | National Archives Act: disposal of departmental records | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence with National Archives | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/1/9/1 | National Archives Act: schedule of records authorised for disposal by the National Archives | <ul style="list-style-type: none"> ➤ List of files for disposal under section 7 of National Archives Act, 1986 ➤ Copy of appraisal request form submitted to National Archives ➤ Certificate for the disposal of departmental records signed by departmental Certifying Officer and counter-signed by the Director of the National Archives | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/1/10 | Requisition of records | <ul style="list-style-type: none"> ➤ Schedule of records requisitioned under section 8(9) of National Archives Act, 1986 ➤ Correspondence with the National Archives | Nil | Permanent | Retain within Department | Business use | |

| | | | | | | | |
|------------------------|---|--|------------------|----------|--|-----------------------------------|---|
| DEPT NAME/IM/1/11 | Records Management Strategy | <ul style="list-style-type: none"> ➤ Final strategy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/IM/1/11/1 | Records Management Strategy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT NAME/IM/1/11/2 | Records Management Strategy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/1/12 | Records Management Policy | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/IM/1/12/1 | Records Management Policy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT NAME/IM/1/12/2 | Records Management Policy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |

| | | | | | | | |
|------------------------|--|--|---------------------|-----------------------------|---|-----------------------------|---|
| | | ➤ Duplicate documentation | | | | | |
| DEPT NAME/IM/1/13 | Records Management Procedures | ➤ Final procedures ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. Drafts with substantive changes | Until superseded | Permanent within Department | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/1/13/1 | Records Management Procedures: drafting files | ➤ Drafts with no substantive changes ➤ Background research files ➤ Routine correspondence | Until superseded | 5 years | Review for National Archives | Business use | |
| DEPT NAME/IM/1/13/2 | Records Management Procedures: supporting administration | ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/1/14 | File surveys | ➤ Surveys of records holdings in both paper and born digital formats | End of current year | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/1/15 | Information audits | | Completion of audit | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/IM/1/16 | Records Classification schemes | ➤ File plans | Until superseded | 30 years | Review for National Archives | National Archives Act, 1986 | Categorisation of record series according to statutory functions of Departments of State. |
| DEPT NAME/IM/1/17 | Disaster plan: Vital records | ➤ Final plan ➤ Minutes of meeting | Publication of plan | 30 years | Transfer to National | National Archives Act, | A vital record is a record essential to |

| | | | | | | | |
|------------------------|--|---|---------------------|----------|---|-----------------------------|---|
| | | <ul style="list-style-type: none"> ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | | | Archives | 1986 | <p>the continuity of business in cases of emergency or after a disaster.</p> <p>See also CS/3 Risk Management</p> |
| DEPT NAME/IM/1/17/1 | Vital records | <ul style="list-style-type: none"> ➤ List of vital records | Until superseded | 7 years | Destroy subject to authorisation from National Archives | Business use | <p>A vital record is a record essential to the continuity of business in cases of emergency or after a disaster.</p> <p>See also CS/3 Risk Management</p> |
| DEPT NAME/IM/1/18 | Records Retention Schedules | | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/IM/1/19 | Storage of records | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence with commercial storage companies | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | Correspondence regarding issues relating to storage conditions, security, risk assessment, disaster planning etc. |
| DEPT NAME/IM/1/19/1 | Record storage tracking: onsite in Department | <ul style="list-style-type: none"> ➤ Location lists ➤ Tracking database | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/1/19/2 | Record storage tracking: offsite in departmental storage | <ul style="list-style-type: none"> ➤ Location lists ➤ Tracking database | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/1/19/3 | Record storage tracking: offsite in commercial storage | <ul style="list-style-type: none"> ➤ Location lists ➤ Tracking database | Until superseded | 5 years | Destroy subject to authorisation from National | Business use | |

| | | | | | | Archives | |
|---|---------------------------------------|--|------------------|-------------------------|---|-----------------------------|--|
| IM/2: FREEDOM OF INFORMATION (FOI) | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/IM/2/1 | FOI Policy | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/IM/2/1/1 | FOI policy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine correspondence | Publication date | 5 years | Review for National Archives | Business use | |
| DEPT NAME/IM/2/1/2 | FOI policy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/2/2 | FOI Procedures | <ul style="list-style-type: none"> ➤ Final procedures ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/2/2/1 | FOI Procedures: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |

| | | correspondence | | | | | |
|--------------------------|---|---|--|------------------|---|---|-------|
| DEPT NAME/IM/2/2/2 | FOI Procedures: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/2/3 | FOI request tracking database | | Nil | Permanent | Retain within Department | Business use | |
| DEPT NAME/IM/2/4 | FOI Statistics and Reports | | End of current year | 3 years | Review for National Archives | Business use | |
| DEPT NAME/IM/2/5 | FOI request files: routine | | Completion of request or internal review | 3 years | Destroy subject to authorisation from National Archives | National Archives Guidance Note 02/2015 | |
| DEPT NAME/IM/2/6 | FOI request files: where legal advice was sought | | Completion of request | 30 years | Transfer to National Archives | National Archives Guidance Note 02/2015 | |
| DEPT NAME/IM/2/7 | FOI request files involving Office of the Information Commissioner Appeal or court appeal | | Completion of appeal or legal process | 30 years | Transfer to National Archives | National Archives Guidance Note 02/2015 | |
| IM/3: ENVIRONMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/IM/3/1 | Access to information on the environment policy | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meetings ➤ Correspondence | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

| | | | | | | | |
|--------------------|--|--|------------------|---------|---|--------------|--|
| | | <ul style="list-style-type: none"> containing decisions, comments, observations etc. ➤ Drafts with substantive changes | | | | | |
| DEPT NAME/IM/3/1/1 | Access to information on the environment policy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine correspondence | Publication date | 5 years | Review for National Archives | Business use | |
| DEPT NAME/IM/3/1/2 | Access to information on the environment policy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/3/2 | Access to information on the environment procedures | <ul style="list-style-type: none"> ➤ Final procedures ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/3/2/1 | Access to information on the environment procedures: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |
| DEPT NAME/IM/3/2/2 | Access to information on the environment procedures: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT | Access to | | End of current | 3 years | Review for | Business use | |

| | | | | | | | |
|---------------------|---|--|--|----------|---|---|--|
| NAME/IM/3/3 | information on the environment: statistics and reports | | year | | National Archives | | |
| DEPT NAME/IM/3/4 | Access to information on the environment request files: routine | | Completion of request or internal review | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/3/5 | Access to information on the environment request files: where legal advice was sought | | Completion of request | 30 years | Transfer to National Archives | National Archives Guidance Note 02/2015 | |
| DEPT NAME/IM/3/6 | Access to information on the environment: requests involving appeal to Office of the Commissioner for Environmental Information | | Completion of appeal or legal process | 30 years | Transfer to National Archives | Business use | |

IM/4: DATA PROTECTION

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|-----------------------|--|---|------------------|------------------|---|--------------|--|
| DEPT NAME/IM/4/1 | Data Protection policy | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meeting ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/IM/4/1/1 | Data Protection policy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine | Publication date | 3 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |

| | | | | | | | |
|-----------------------|---|---|--------------------------|----------|--|--------------------------------|---|
| | | correspondence | | | | | |
| DEPT NAME/IM/4/1/2 | Data Protection policy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/4/2 | Data Protection procedures | <ul style="list-style-type: none"> ➤ Final procedures | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/4/2/1 | Data Protection procedures: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |
| DEPT NAME/IM/4/2/2 | Data Protection procedures: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/4/3 | Data Protection statistics and reports | | End of current year | 3 years | Review for National Archives | Business use | |
| DEPT NAME/IM/4/4 | Data Protection: communication with Data Protection Commission on specific issues | <ul style="list-style-type: none"> ➤ Correspondence ➤ Guidance ➤ Advice ➤ Submissions | End of current year | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/IM/4/5 | Data Protection routine data access requests | | Completion of request | 3 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/IM/4/6 | Data Protection data access requests | | Completion of request | 30 years | Transfer to National | National Archives Act, 1986 | |

| | where legal advice was sought | | | | Archives | | |
|--|---|---|---|------------------|---|---|--|
| DEPT NAME/IM/4/7 | Data Protection data access requests appealed to the Data Protection Commission | | Completion of appeal | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/IM/4/8 | Data Protection data breach records: reporting, investigation and reviews | | Completion of investigation, review and any legal process | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| IM/5: PARLIAMENTARY QUESTIONS (PQs) | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/IM/5/1 | PQ procedures | ➤ Final procedures | Until superseded | 3 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | Until superseded by e-PQ. |
| DEPT NAME/IM/5/1/1 | PQ procedures: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |
| DEPT NAME/IM/5/1/2 | PQ procedures: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/IM/5/2 | Written PQs | | End of current year | 3 years | Destroy subject to authorisation from National Archives | National Archives Guidance Note 01/2015 | |

| DEPT NAME/IM/5/3 | ⁵ Oral PQs: routine issues | | End of current year | 10 years | Destroy subject to authorisation from National Archives | National Archives Guidance Note 01/2015 | |
|------------------------|---|---|---------------------------------|---------------------|--|---|-------|
| DEPT NAME/IM/5/4 | ⁶ Oral PQs: significant or contentious issues | | End of current year | 30 years | Transfer to National Archives | National Archives Guidance Note 01/2015 | |
| IM/5: OMBUDSMAN | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/IM/5/1 | Ombudsman: communication | <ul style="list-style-type: none"> ➤ Correspondence ➤ Guidance ➤ Advice ➤ Submissions | End of current year | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/IM/5/2 | Ombudsman case files | Completion of case | End of current year | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/IM/5/3 | Ombudsman reports | | End of current year | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/IM/5/4 | Internal/External Review records | | Completion of review process | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/IM/5/5 | Ombudsman statistics and reports | | End of current year | 3 years | Review for National Archives | Business use | |

⁵ Oral PQ files that are of a routine nature concerning issues which are of no major significance to the department or the governance of Ireland

⁶ Oral PQ files that: • Concern issues of a contentious nature and/or cause significant public debate • Concern a matter of national significance • Cause significant debate within a department

UNIT – COM: COMMUNICATIONS

COM/1: PRESS OFFICE

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|------------------------|--|--|------------------------|------------------|--|--------------------------------|---|
| DEPT NAME/COM/1/1 | Media queries: routine | | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/COM/1/2 | Media queries: significant issues of national importance or controversy | | End of current year | 10 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/1/3 | Internal guides to media/public relations | <ul style="list-style-type: none"> ➤ Handbooks ➤ Guides | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | Internal to Department of State or Agency |
| DEPT NAME/COM/1/4 | Media briefings/Press conferences | <ul style="list-style-type: none"> ➤ Press release (final version) ➤ Briefing materials ➤ Ministerial statements ➤ Transcripts ➤ Recordings, including audio visual | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/1/4/1 | Media briefings/Press conferences: supporting administration | <ul style="list-style-type: none"> ➤ Press cuttings ➤ Routine correspondence ➤ Duplicate documentation | End of current year | 1 year | Destroy subject to authorisation from National Archives | Business use | |

COM/2: WEBSITE

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|----------------------|---------------|--|-------------------|------------------|-------------------------------------|--------------------------------|-------|
| DEPT NAME/COM/2/1 | Website | <ul style="list-style-type: none"> ➤ HTML pages | Until redeveloped | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

| DEPT NAME/COM/2/2 | Photographs for websites and publications | ➤ Published and unpublished photographs | End of current year | 5 years | Review for National Archives | National Archives Act, 1986 | All archival photographs should be saved with appropriate metadata in the highest quality format available. |
|------------------------|--|--|------------------------|---------------------|--|--------------------------------|---|
| COM 3/: EVENTS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/COM/3/1 | Events: regular/repeat | ➤ Minutes of meetings ➤ Event planning ➤ Correspondence | Date of event | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/3/1/1 | Events: regular/repeat: formal records | ➤ Visitor books ➤ Attendance list ➤ Official photographs ➤ Audio-visual material ➤ Speeches | Date of event | 10 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/3/1/2 | Events: regular/repeat: planning and preparation | ➤ Draft invitation lists ➤ Routine correspondence | Date of event | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/COM/3/2 | Events: once- off/special and commemorations | ➤ Minutes of meetings ➤ Event planning ➤ Correspondence containing decisions, comments, observations etc. | Date of event | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/3/2/1 | Events: One- off/special and commemorations: formal records | ➤ Visitor books ➤ Attendance list ➤ Official photographs ➤ Audio-visual material ➤ Speeches | Date of event | 30 years | Transfer to National Archives | National Archives Act, 1986 | For example, Decade of Centenaries, international exhibitions or events. |
| DEPT NAME/COM/3/2/2 | Events: once- off/special events | ➤ Draft invitation lists ➤ Routine | Date of event | 7 years | Review for National | National Archives Act, 1986 | |

| | | | | | | | |
|-------------------|--|--|---------------|---------|--|--------------|--|
| | and commemorations: planning and preparation | <ul style="list-style-type: none"> ➤ correspondence Duplicate documentation | | | Archives | | |
| DEPT NAME/COM/3/3 | Promotional events: Local copies | <ul style="list-style-type: none"> ➤ Duplicate promotional material held in local offices | Date of event | 5 years | Destroy no authorisation required from National Archives | Business use | Where the section is primarily responsible for the event in question, guidance for departmental Communications should be followed. |

COM/4: EXTERNAL COMMUNICATIONS (PUBLIC)

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|--------------------|---------------------------|---|--|------------------|---|-----------------------------|---|
| DEPT NAME/COM/4/1 | Communications issued | <ul style="list-style-type: none"> ➤ Correspondence | Issue date | 10 years | Review for National Archives | National Archives Act, 1986 | Correspondence likely to be retained beyond 5 years should be filed on a relevant subject file. |
| DEPT NAME/COM/4/2 | Communications received | <ul style="list-style-type: none"> ➤ Correspondence ➤ Submissions ➤ Briefings | Date received | 5 years | Review for National Archives | National Archives Act, 1986 | Communications from external bodies, NGOs, lobby groups etc. |
| DEPT NAME/COM/4/3 | Notices and announcements | | Issue date | 5 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/4/4 | General correspondence | <ul style="list-style-type: none"> ➤ Routine requests ➤ Routine correspondence ➤ Routine responses | Until request is completed or appeal concluded | 2 years | Destroy subject to authorisation from National Archives | Business use | Correspondence on issues of a very routine nature or queries on processing activities. |

COM/5: COMPLAINTS

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|--------------------|---------------|---------------|---------|------------------|--------|-----------|-------|
|--------------------|---------------|---------------|---------|------------------|--------|-----------|-------|

| | | | | | | | |
|------------------------|--|---|---------------------------------------|----------|---|----------------------------------|--|
| DEPT NAME/COM/5/1 | Complaints case files | <ul style="list-style-type: none"> ➤ Correspondence ➤ Minutes of meetings ➤ Outcome of investigation | Completion of investigation or appeal | 7 years | Review for National Archives | Statute of Limitations Act, 1957 | Issues of a non-routine nature, non-vexatious complaints |
| DEPT NAME/COM/5/2 | Complaints statistics and analysis | | End of current year | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/COM/5/3 | Complaints: policy | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/COM/5/3/1 | Complaints: policy drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine correspondence | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |
| DEPT NAME/COM/5/3/2 | Complaints: policy supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/COM/5/4 | Complaints: procedures | <ul style="list-style-type: none"> ➤ Final version ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT | Complaints: | <ul style="list-style-type: none"> ➤ Drafts with no | Until superseded | 5 years | Destroy subject | Business use | |

| | | | | | | | |
|------------------------|--|---|------------------|---------|---|--------------|--|
| NAME/COM/5/4/1 | procedures drafting files | <ul style="list-style-type: none"> ➤ substantive changes ➤ Background research ➤ Routine correspondence | | | to authorisation from National Archives | | |
| DEPT NAME/COM/5/4/2 | Complaints: procedures supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |

UNIT – CS: CORPORATE SERVICES

CS/1: SECURITY AND PEOPLE MANAGEMENT

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|---------------------|---------------------------------------|---------------|-------------------------|------------------|---|---------------------------|-------|
| DEPT NAME/CS/1/1 | ID Photographs | | Cessation of employment | 3 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/CS/1/2 | ID application and security clearance | | Cessation of employment | 3 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/CS/1/3 | Visitors sign-in Books | | End of current year | 5 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/CS/1/4 | CCTV images | | Date of capture | 1 month | Destroy or overwrite subject to authorisation from National | Data Protection Act, 2018 | |

| | | | | | Archives | | |
|-----------------------|---|--|-----------------------------|----------|---|-----------------------------|---|
| DEPT NAME/CS/1/5 | Property security | <ul style="list-style-type: none"> ➤ Contracts ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | End of current year | 30 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/1/5/1 | Property security: inspection and enforcement | | Completion of inspection | 2 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/1/5/2 | Investigation of a security incident | | Completion of investigation | 2 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/1/5/3 | Property security: access and key registers | | Date superseded | 2 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/1/5/4 | Property security: register of security passes issued to staff | | Expiry of pass | 1 year | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/CS/1/5/6 | Property security: register of security passes issued to visitors | | Expiry of pass | 1 month | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/CS/1/5/7 | Property security: door entry fobs log | <ul style="list-style-type: none"> ➤ Access registers ➤ Key registers ➤ Access logs | Date of issue | 7 years | Destroy subject to authorisation from National Archives | Business use | Summary log of access to and from departmental buildings using security passes. |
| DEPT NAME/CS/1/6/1 | Visitors Books: routine | | End of current year | 5 years | Review for National Archives | Data Protection Act, 2018 | |
| DEPT | Visitors Books: non- | | End of current | 5 years | Review for | Data Protection | Visitor books at |

| NAME/CS/1/6/2 | routine | | year | | National Archives | Act, 2018 | historic sites containing comments etc. from the public. |
|--|---|---|------------------------|------------------|---|----------------------------------|--|
| DEPT NAME/CS/1/6/3 | Visitor registration forms | | End of current year | 5 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| CS/2: BUILDINGS AND FACILITIES MANAGEMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CS/2/1 | Building plans | | End of project | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/2 | Building and contents maintenance and renovation: contracts | | Completion of contract | 7 years | Review for National Archives | Statute of Limitations Act, 1957 | |
| DEPT NAME/CS/2/3 | Building contents | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/3/1 | Building contents records: art works | <ul style="list-style-type: none"> ➤ Art works register ➤ Purchase records ➤ Conservation | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/3/2 | Building contents records: general | <ul style="list-style-type: none"> ➤ Other items, including furniture and fittings | End of current year | 6 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/4 | Building and grounds renovations and maintenance | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | Buildings managed by OPW Buildings managed by private landlords |
| DEPT NAME/CS/2/4/1 | Building and grounds renovations and maintenance: major projects < €25K | | End of project | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

| | | | | | | | |
|-----------------------|--|---|-------------------------------|----------|---|-----------------------------|---|
| DEPT NAME/CS/2/4/2 | Building and grounds renovations and maintenance: minor projects < €25K | | End of project | 10 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/4/3 | Maintenance Records: routine inspections | | Date of inspection | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/4/4 | Maintenance Records: non-routine inspections | | Date of inspection | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/4/5 | Maintenance Records: minor maintenance works on assets < €50K | | Completion of works | 7 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/4/6 | Maintenance Records: major maintenance works on assets > €50K | | Completion of works | 7 years | Review for National Archives | Business use | |
| DEPT NAME/CS/2/4/7 | Routine maintenance and repairs to fixtures, fittings and internal decorations | | End of current year | 2 years | Destroy subject to authorisation from National Archives | Business use | State properties managed by OPW review for National Archives. |
| DEPT NAME/CS/2/5 | Property negotiation and acquisition | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | Disposal of Property | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/6 | Deeds and titles of properties/assets | | Disposal of Property | Nil | Retain within Department and transfer to new owner | Business use | Including any documents required along with Deeds. |
| DEPT NAME/CS/2/7 | Fixed assets: registers | | End of current financial year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT | Disposal of assets | | After all | 30 years | Transfer to | National Archives | |

| | | | | | | | |
|------------------------|--|--|--|----------|---|-----------------------------|--|
| NAME/CS/2/8/1 | greater than €50K | | obligations and entitlements concluded | | National Archives | Act, 1986 | |
| DEPT NAME/CS/2/8/2 | Disposal of assets less than €50K | | After all obligations and entitlements concluded | 5 years | Review for National Archives | Business use | Dispose of records relating to routine assets. |
| DEPT NAME/CS/2/9 | Parking records | | End of current year | 5 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/CS/2/10 | Environmental: energy efficiency management and monitoring | | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/10/1 | Environmental: energy efficiency | <ul style="list-style-type: none"> ➤ Target reports ➤ Compliance | End of current year | 10 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/11 | Waste management | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, discussion, observations etc. ➤ Contracts | Completion of contract | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/2/11/1 | Waste management | <ul style="list-style-type: none"> ➤ Confidential waste procedures | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/11/2 | Waste management: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence | End of current year | 5 years | Destroy subject to authorisation from National Archives | Waste Management Act, 1996 | |
| DEPT NAME/CS/2/12 | Cleaning | <ul style="list-style-type: none"> ➤ Contracts ➤ Minutes of meetings | Completion of contract | 7 years | Destroy subject to authorisation | Statute of Limitations Act, | |

| | | | | | | | |
|---------------------|--|--|------------------------|-----------|---|----------------------------------|--|
| | | <ul style="list-style-type: none"> ➤ Correspondence containing decisions, comments, discussion, observations etc. | | | from National Archives | 1957 | |
| DEPT NAME/CS/2/12/1 | Cleaning: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence | End of current year | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/13 | Pest and vermin control | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, discussion, observations etc. ➤ Contracts | Completion of contract | 7 years | Destroy subject to authorisation from National Archives | Statute of Limitations Act, 1957 | |
| DEPT NAME/CS/2/13/1 | Pest and vermin control: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence | End of current year | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/14 | Canteens and kitchens | <ul style="list-style-type: none"> ➤ Routine administration | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/14/1 | Canteens and kitchens: equipment | <ul style="list-style-type: none"> ➤ Instruction manuals ➤ Product guarantee | Disposal of asset | Nil years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/15 | Office Equipment | <ul style="list-style-type: none"> ➤ Instruction manuals ➤ Product guarantee | Disposal of asset | Nil | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/2/16 | Maintenance records | <ul style="list-style-type: none"> ➤ Log of routine repairs to fixtures, fittings and interior decoration | End of current year | 2 years | Destroy subject to authorisation from National Archives | Business use | |

| DEPT NAME/CS/2/17 | Property Compliance | ➤ Gas safety and other certificates | Date of check | 2 years | Destroy subject to authorisation from National Archives | Business use | |
|------------------------------|--|--|-----------------------|------------------|---|-----------------------------|---|
| DEPT NAME/CS/2/18 | Receipts for registered and recorded delivery mail | | Completion of audit | Nil | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| CS/3: RISK MANAGEMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CS/3/1 | Business continuity and disaster recovery plans | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meeting ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/3/1/1 | Business continuity and disaster recovery plans: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/3/1/2 | Business continuity and disaster recovery plans: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/3/2 | Risk assessments | | Completion of process | 30 years | Transfer to National Archives | Business use | Assessment of the risk of an emergency occurring which would affect a |

| | | | | | | | department or agency's ability to carry out its functions. |
|--------------------------------|---|--|---------------------|------------------|---|-----------------------------|--|
| DEPT NAME/CS/3/3 | Risk registers | | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/3/4 | Major incident plan/emergency plan | | Until superseded | Nil | Destroy subject to authorisation from National Archives | Business use | |
| CS/4: HEALTH AND SAFETY | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CS/4/1 | Health and Safety Committee | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence ➤ Membership | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/4/2 | Health and Safety policy | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | | |
| DEPT NAME/CS/4/2/1 | Health and safety policy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 3 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT NAME/CS/4/2/2 | Health and safety policy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. | Publication date | 3 years | Destroy subject to authorisation from National Archives | Business use | |

| | | | | | | | |
|-----------------------|---|---|-----------------------------|----------|---|-----------------------------|--|
| | | <ul style="list-style-type: none"> ➤ Duplicate documentation | | | | | |
| DEPT NAME/CS/4/3 | Health and safety procedures | <ul style="list-style-type: none"> ➤ Final procedures ➤ Minutes of meeting ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes e | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/4/3/1 | Health and safety procedures: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | Input from sections within Department. |
| DEPT NAME/CS/4/3/2 | Health and safety procedures: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/4/4 | Health and safety: investigations of accidents or incidents | | Completion of investigation | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/4/5 | First Aid | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence regarding provision of training | End of current year | 7 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/4/5/1 | First Aid kits records | | End of current year | 1 year | Destroy subject to authorisation from National Archives | Business use | |
| DEPT | List of first aiders | | Expiration of | 7 years | Destroy subject | Data Protection | |

| | | | | | | | |
|-----------------------|--|--|------------------------------|----------|---|-----------------------------|--|
| NAME/CS/4/5/2 | | | certification | | to authorisation from National Archives | Act, 2018 | |
| DEPT NAME/CS/4/6 | Medical room administration | | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/4/7 | Fire and safety | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence regarding provision of training ➤ Manuals | End of current year | 10 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/4/7/1 | Fire safety notices and registers | | Lifetime of property | Nil | Destroy subject to authorisation from National Archives | Fire Services Act, 1981 | |
| DEPT NAME/CS/4/7/2 | Fire alarm test logs | | End of current year | 7 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/4/7/3 | Fire inspections and reports | | End of current year | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/4/7/4 | Fire equipment maintenance | | When decommissioned | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/4/8 | Accidents and incidents | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence | End of current year | 7 years | Review for National Archives | Business use | |
| DEPT NAME/CS/4/8/1 | Accidents and incidents register | | Until superseded | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/CS/4/8/2 | Accident and incident reports (for action) | | Date of accident or incident | 7 years | Destroy subject to authorisation | Statute of Limitations Act, | |

| | | | | | from National Archives | 1957 | |
|--------------------------|---|--|------------------------|------------------|---|---|---|
| DEPT NAME/CS/4/9 | Exposure to asbestos: general records | | Closure of incident | 30 years | Transfer to National Archives | Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 | |
| DEPT NAME/CS/4/10 | Personal protective equipment | | End of current year | 7 years | Destroy subject to authorisation from National Archives | Statute of Limitations Act, 1957 | |
| CS/5: PROCUREMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CS/5/1 | Approved supplier records | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | End of current year | 7 years | Review for National Archives | Business use | |
| DEPT NAME/CS/5/1/1 | Approved supplier evaluation criteria records | <ul style="list-style-type: none"> ➤ Supplier lists and databases | Completion of contract | 7 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/5/2 | Tender files | | | | | | |
| DEPT NAME/CS/5/2/1 | Tender file: general supplies | <ul style="list-style-type: none"> ➤ Drafting of tender ➤ Request for tender ➤ Tender evaluation ➤ Successful tender ➤ Costings ➤ Correspondence | Completion of contract | 7 years | Destroy subject to authorisation from National Archives | Business use | Administrative supplies, routine services |
| DEPT NAME/CS/5/2/1/1 | Contract file: general supplies | <ul style="list-style-type: none"> ➤ Contract ➤ Correspondence ➤ Statement of work ➤ Variations of contract | Completion of contract | 7 years | Destroy subject to authorisation from National Archives | Business use | Administrative supplies, routine services |

| | | <ul style="list-style-type: none"> ➤ Service level agreements | | | | | |
|--|--|--|--------------------------|------------------|---|----------------------------------|--|
| DEPT NAME/CS/5/2/2 | Tender file: specialist supplies | <ul style="list-style-type: none"> ➤ Drafting of tender ➤ Request for tender ➤ Tender evaluation ➤ Successful tender ➤ Costings ➤ Correspondence | Completion of contract | 30 years | Transfer to National Archives | Business use | Specialist areas of work e.g. conservation, specialist ICT software and hardware, conservation, consultancy services, implementation of new work practices |
| DEPT NAME/CS/5/2/2/1 | Contract file: specialist supplies | <ul style="list-style-type: none"> ➤ Contract ➤ Correspondence ➤ Statement of work ➤ Variations of contract ➤ Service level agreements | Completion of contract | 30 years | Transfer to National Archives | Statute of Limitations Act, 1957 | Specialist areas of work e.g. specialist ICT software and hardware, conservation, consultancy services |
| DEPT NAME/CS/5/2/3 | Unsuccessful tenders | <ul style="list-style-type: none"> ➤ Tender documents ➤ Correspondence | Notification of decision | 1 year | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/5/2/4 | Non-procurement tenders: records of advice | | Completion of contract | 7 years | Destroy subject to authorisation from National Archives | Statute of Limitations Act, 1957 | |
| CS/6: PROJECT PLANNING AND MANAGEMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/CS/6/1 | Feasibility studies | <ul style="list-style-type: none"> ➤ Final study ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | Completion of Project | 30 years | Transfer to National Archives | Business use | |

| | | | | | | | |
|-----------------------|---|---|--------------------------|----------|--|--------------------------------|---------------------------------------|
| | | ➤ Risk assessment | | | | | |
| DEPT NAME/CS/6/1/1 | Feasibility studies: drafting files | ➤ Drafts with no substantive changes ➤ Working papers ➤ Routine correspondence | Completion of Project | 5 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/1/2 | Feasibility studies: supporting administration | ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of Project | 5 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/2 | Project Initiation Documents (PIDS) | ➤ Final version ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes Business case ➤ Cost Benefit Analysis | Completion of Project | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/2/1 | Project Initiation Documents (PIDS): drafting files | ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | Completion of Project | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/2/2 | Project Initiation Documents (PIDS): supporting administration | ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of project | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/6/3 | Project File | ➤ Final project report ➤ Progress reports | Completion of project | 30 years | Transfer to National | National Archives Act, 1986 | Where consultants are not employed |

| | | | | | | | |
|--------------------|---|--|---------------------------|----------|---|-----------------------------|--|
| | | <ul style="list-style-type: none"> ➤ Value for Money Report ➤ Reports, submissions for specialist areas ➤ Internal correspondence regarding project development and progress ➤ Brief to consultants ➤ Project proposal from consultants ➤ Observations on consultant reports ➤ Correspondence with consultants ➤ Minutes of meetings | | | Archives | | <p>internal records documenting project development and implementation should be retained.</p> <p>Where consultants are employed Departments and Agencies should make provision in any contractual arrangements for the capture of records worthy of permanent preservation.</p> |
| DEPT NAME/CS/6/3/1 | Project Administration | <ul style="list-style-type: none"> ➤ Copy finance/payment records ➤ Duplicate documentation ➤ Routine correspondence regarding administrative issues | Completion of project | 3 years | Destroy subject to authorisation from National Archives | Business use | Local copies. Master payment and finance records should be held centrally in Finance Unit. |
| DEPT NAME/CS/6/4 | Project Management Guidelines | <ul style="list-style-type: none"> ➤ Final version ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication of guidelines | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/4/1 | Project Management Guidelines: drafting | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes | Publication of guidelines | 5 years | Review for National | National Archives Act, 1986 | |

| | | | | | | | |
|--------------------|--|--|---------------------------|----------|---|-----------------------------|--|
| | files | <ul style="list-style-type: none"> ➤ Working papers/research ➤ Routine correspondence | | | Archives | | |
| DEPT NAME/CS/6/4/2 | Project Management Guidelines: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication of guidelines | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/6/5 | Project Management Proposals: approved | <ul style="list-style-type: none"> ➤ Business case ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | Completion of Project | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/5/1 | Project Management Proposals: approved (drafting files) | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | Completion of Project | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/CS/6/5/2 | Project Management Proposals: approved (supporting administration) | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of project | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/CS/6/6 | Project Management proposals: rejected or deferred | <ul style="list-style-type: none"> ➤ Business case ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | Completion of Project | 5 years | Review for National Archives | Business use | |
| DEPT NAME/CS/6/6/1 | Project Management proposals: rejected | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes | Completion of Project | 5 years | Destroy subject to authorisation | Business use | |

| | | | | | | | |
|--------------------|--|---|-----------------------|---------|---|--------------|--|
| | or deferred (drafting files) | <ul style="list-style-type: none"> ➤ Working papers/research ➤ Routine correspondence | | | from National Archives | | |
| DEPT NAME/CS/6/6/2 | Project Management Proposals: rejected or deferred (supporting administration) | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of project | 5 years | Destroy subject to authorisation from National Archives | Business use | |

UNIT – LEG: LEGAL SERVICES

LEG/1: LEGAL SERVICES

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|--------------------|-----------------------|---|------------------------------|------------------|-------------------------------|-----------------------------|--|
| DEPT NAME/LEG/1/1 | Legal case files | | Conclusion of case or action | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/LEG/1/2 | Legal advice received | <ul style="list-style-type: none"> ➤ Advice from departmental legal advisor ➤ Advice from Office of the Attorney General ➤ Advice from other legal sources | Date of receipt | 30 years | Transfer to National Archives | National Archives Act, 1986 | Retain copy as part of relevant departmental file. |
| DEPT NAME/LEG/1/3 | Legal advice issued | <ul style="list-style-type: none"> ➤ Advice to divisions ➤ Minutes of meetings ➤ Memoranda ➤ Correspondence | Date of issue | 30 years | Transfer to National Archives | National Archives Act, 1986 | Retain copy as part of relevant departmental file. |
| DEPT NAME/LEG/1/4 | Input to legislation | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Memoranda | Date of issue | 30 years | Transfer to National | National Archives Act, 1986 | Retain copy as part of relevant |

| | | | | | | | |
|--|--|--|--|--|----------|--|--------------------|
| | | | | | Archives | | departmental file. |
|--|--|--|--|--|----------|--|--------------------|

UNIT – FIN: FINANCE

FIN/1: FINANCIAL MANAGEMENT

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|----------------------|--|--|-------------------------------|------------------|---|-----------------------------|---|
| DEPT NAME/FIN/1/1 | Final budget reports | <ul style="list-style-type: none"> ➤ Final report ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | End of current financial year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/FIN/1/2 | Preparation of annual budgets | <ul style="list-style-type: none"> ➤ Submissions ➤ Correspondence regarding allocations ➤ Expenditure profiles ➤ Annual estimates ➤ Staffing | End of current financial year | 30 years | Transfer to National Archives | National Archives Act, 1986 | Submissions received from divisions and bodies under the aegis of a department or agency. |
| DEPT NAME/FIN/1/3 | Budget planning processes | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | End of current financial year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/FIN/1/4 | End of year accounting arrangements | | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/FIN/1/5 | Countersigners and authorised signatures | | Until superseded | 6 years | Destroy subject to authorisation from National | Business use | |

| | | | | | Archives | | |
|-----------------------------------|--|---|----------------------------------|---------------------|--|--------------------------------|--|
| DEPT NAME/FIN/1/9 | Expense rates | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Business use | Including travel and subsistence. |
| FIN/2: FINANCIAL REPORTING | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/FIN/2/1 | Reports to Department of Public Expenditure and Reform | | End of current financial year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/FIN/2/2 | Appropriation accounts: Comptroller and Auditor General | <ul style="list-style-type: none"> ➤ Correspondence with C&AG ➤ Internal correspondence regarding issues arising | Publication of accounts | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/FIN/2/2/1 | Appropriation accounts: Comptroller and Auditor General (supporting administration) | <ul style="list-style-type: none"> ➤ Working papers ➤ Routine correspondence | Publication of accounts | 1 year | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | Duplicate documentation copied from records as part of preparation of appropriation accounts |
| DEPT NAME/FIN/2/3 | Appropriation accounts: PAC Briefings | <ul style="list-style-type: none"> ➤ Briefs prepared for appearance before Public Accounts Committee | Publication of accounts | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/FIN/2/4 | Annual accounts | <ul style="list-style-type: none"> ➤ Published copy of consolidated annual accounts ➤ Minutes of meetings ➤ Correspondence containing decisions, | End of current financial year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

| | | <ul style="list-style-type: none"> ➤ comments, observations etc. ➤ Drafts with substantive changes | | | | | |
|------------------------------------|--|---|--|------------------|---|-------------------------------|---|
| DEPT NAME/FIN/2/4/1 | Annual accounts: preparation and reports (drafting file) | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | End of current financial year (on completion of audit) | 5 years | Destroy subject to authorisation from National Archives | Business use | Records documenting the preparation of the Department's consolidated accounts and financial statements. |
| DEPT NAME/FIN/2/5 | Periodic financial reports | <ul style="list-style-type: none"> ➤ Monthly and quarterly financial monitoring reports and associated working papers | End of current financial year | Nil | Destroy subject to authorisation from National Archives | Business use | |
| FIN/3: FINANCIAL ACCOUNTING | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/FIN/3/1 | Arrears | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/2 | Balances | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/3 | Bank account management | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/4 | Bank statements | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |

| | | | | | | | |
|------------------------|---|--|----------------------------------|----------|--|-------------------------------------|--|
| DEPT NAME/FIN/3/5 | Bills, receipts and cleared cheques | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/6 | Cash flows | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/7 | Credit card records | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | Documentation relating to fees and charges by Credit Card |
| DEPT NAME/FIN/3/7/1 | Credit card records: merchant copies | | After transaction | 3 months | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/FIN/3/8 | Electronic fund transfers | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/9 | Income collection | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | Activities involved in the collection of money. |
| DEPT NAME/FIN/3/10 | Invoices | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/11 | Lodgements | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/12 | Travel and subsistence expense claim processing | | End of current financial year | 6 years | Destroy subject to authorisation from National | Taxes Consolidation Act, 1997 | |

| | | | | | Archives | | |
|-----------------------|--|--|----------------------------------|---------|--|-------------------------------------|--|
| DEPT NAME/FIN/3/13 | Payments | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/14 | Petty cash | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/15 | Purchase orders | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/16 | Reconciliations | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/17 | Processing records of sales and purchase of properties | | While investment held | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/18 | Rents and utilities | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/19 | Tax clearance certificates | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |
| DEPT NAME/FIN/3/20 | VAT records | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Taxes Consolidation Act, 1997 | |

UNIT – HR: HUMAN RESOURCES

HR/1: POLICY AND PLANNING

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|-----------------------|--|--|------------------|------------------|---|-----------------------------|--|
| DEPT NAME/HR/1/1 | HR strategy | <ul style="list-style-type: none"> ➤ Final strategy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/1/1/1 | HR strategy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | Input from sections within Department. |
| DEPT NAME/HR/1/1/2 | HR strategy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 3 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/1/2 | Annual resource plans | <ul style="list-style-type: none"> ➤ Final plan ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/1/2/1 | Annual resource plans: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | Input from sections within Department. |

| | | correspondence | | | | | |
|--|--|--|--------------------|------------------|---|--|--|
| DEPT NAME/HR/1/2/2 | Annual resource plans: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 3 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/1/3 | HR policies: <ul style="list-style-type: none"> ➤ Sick leave policy ➤ Managing Underperformance ➤ Dignity at Work ➤ Various leave schemes etc. | <ul style="list-style-type: none"> ➤ Final policy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/1/3/1 | HR policies: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT NAME/HR/1/3/2 | HR policies : supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| HR/2: RECRUITMENT THROUGH PUBLIC APPOINTMENTS SERVICE (PAS) | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/2/1 | Competition file | <ul style="list-style-type: none"> ➤ Adverts ➤ Job descriptions ➤ Application forms ➤ Referee reports ➤ Examination and interview results | End of competition | 3 years | Destroy subject to authorisation from National Archives | Official records held by the Public Appointments Service | Retain local copy for 3 years. |

| DEPT NAME/HR/2/1/1 | Competition file: supporting administration | ➤ Routine correspondence regarding arrangements for interviews, panel composition, locations etc. | End of competition | 3 years | Destroy subject to authorisation from National Archives | Official records held by the Public Appointments Service | |
|---|---|---|-----------------------|---------------------|--|--|---|
| DEPT NAME/HR/2/2 | Unsolicited job requests | | Not retained | Nil | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| HR/3: DIRECT RECRUITMENT OR ON LICENCE FROM COMMISSION FOR PUBLIC SERVICE APPOINTMENTS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/3/1 | Competition file (Direct Recruitment) | ➤ Adverts ➤ Job descriptions ➤ Application forms ➤ Referee reports ➤ Examination and interview results | End of competition | 30 years | Transfer to National Archives | National Archives Act, 1986 | Competition held directly by Department or Agency. |
| DEPT NAME/HR/3/1/1 | Competition file (Direct Recruitment): supporting administration | ➤ Routine correspondence regarding arrangements for interviews, panel composition, locations etc. | End of competition | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/3/2 | Interview board notes (successful and unsuccessful candidates) | ➤ Including board notes and scoring. | End of competition | 30 years | Transfer to National Archives | National Archives Act, 1986 | Competition held directly by Department or Agency. |
| DEPT NAME/HR/3/3 | Candidate application forms (successful, | ➤ Including photographs of candidates, where applicable. | End of competition | 3 years | Destroy subject to authorisation from National | Data Protection Act, 2018 | Applies to correspondence or CV where formal |

| | unsuccessful or withdrawn candidates) | | | | Archives | | application form is not used. |
|---------------------------------------|---|--|--------------------|-------------------------|---|-----------------------------|---|
| HR/4: INTERNAL COMPETITIONS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/4/1 | Competition file (internal recruitment or promotion) | <ul style="list-style-type: none"> ➤ Adverts ➤ Job descriptions ➤ Application forms ➤ Referee reports ➤ Examination and interview results | End of competition | 30 years | Transfer to National Archives | National Archives Act, 1986 | Competition held directly by Department or Agency. Summary of successful candidates held on existing Personnel file. |
| DEPT NAME/HR/4/1/1 | Competition file (internal recruitment or promotion): supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding arrangements for interviews, panel composition, locations etc. | End of competition | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/4/2 | Interview board notes (successful and unsuccessful candidates) | <ul style="list-style-type: none"> ➤ Including board notes and scoring. | End of competition | 30 years | Transfer to National Archives | National Archives Act, 1986 | Competition held directly by Department or Agency. |
| DEPT NAME/HR/4/3 | Candidate application forms (successful, unsuccessful or withdrawn candidates) | <ul style="list-style-type: none"> ➤ Including photographs of candidates, where applicable. | End of competition | 3 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Also applies to correspondence or CV where formal application form is not used. |
| HR/5: MINISTERIAL APPOINTMENTS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |

| DEPT NAME/HR/5/1 | Competition file | <ul style="list-style-type: none"> ➤ Adverts ➤ Job descriptions ➤ Application forms ➤ Referee reports ➤ Correspondence | End of competition | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
|----------------------------------|---|---|--|------------------|---|-----------------------------|--|
| DEPT NAME/HR/5/1/1 | Competition file: supporting administration | Routine correspondence regarding arrangements for interviews, panel composition, locations etc. | End of competition | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| HR/6: CANDIDATE CLEARANCE | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/6/1 | Candidate clearance files | <ul style="list-style-type: none"> ➤ Garda vetting forms and report ➤ Correspondence with An Garda Síochána ➤ Police check for residence in other jurisdictions ➤ Medical report ➤ Health declaration ➤ References ➤ Assignment form to particular post ➤ Copy birth/marriage certificates ➤ Copy passport/driving licence ➤ Copies of certificates of qualifications | Clearance received and officer appointed | 3 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Summary included on individual personnel file. |
| DEPT NAME/HR/6/2 | Entitlement to Work in Ireland | <ul style="list-style-type: none"> ➤ Visa, residency permit from INIS | Commencement of appointment | 100 years or | Transfer to National | National Archives Act, | Retain permanently on individual |

| | | | | life of the last beneficiary, whichever is longer | Archives | 1986 | personnel file. |
|--------------------------------|---|--|---|--|---|-----------------------------|---|
| HR/7: CONDITIONS OF EMPLOYMENT | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/7/1 | New employees handbook | | Publication of handbook | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/7/2 | Employee Schemes and Benefits: conditions, administration, etc. | | Until superseded | 5 years | Review for National Archives | National Archives Act, 1986 | |
| HR/8: EMPLOYEE RECORDS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/8/1 | Individual personnel files | <p>Personnel files may include:</p> <ul style="list-style-type: none"> ➤ Name and address ➤ Date of Birth ➤ PPSN ➤ PRSI class/sub-class ➤ Contract, including terms and conditions (pay, hours of work, holiday entitlements, benefits) ➤ Changes to terms and conditions ➤ Marital/Civil status ➤ Next of kin/emergency | Officer's retirement or transfer within the Civil Service | 100 years or life of the last beneficiary, whichever is longer | Review for further retention within Department or transfer to National Archives | Business use | Where staff are transferred to another area of the Civil Service their records are transferred with them. The Office of the Paymaster General may require details for payment of pension to spouse/dependent on employee's death. |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | <ul style="list-style-type: none">➤ contact➤ Dependents (including details of names & date(s) of birth, gender)➤ Signed code of standards and behaviour➤ Signed Official Secrets Act➤ Signed ethics in public office returns➤ Security clearance➤ Photograph, where relevant➤ Leave and attendance records➤ PMDS ratings portion➤ Date of appointment➤ Role profile/job specification➤ Grade➤ Details of competition from which appointed/promoted➤ Summary of qualifications (not copy/original certificates)➤ Probation records➤ Changes to terms and conditions (promotion etc.)➤ Summary of annual leave balance➤ Consolidated record | | | | | |
|--|--|--|--|--|--|--|--|

| | | | | | | | |
|--|--|---|--|--|--|--|--|
| | | <p>of entire career and location, including service overseas, career breaks, carers'/maternity/adoptive leave, paternity leave, parental leave, force majeure, workshare pattern change, reduced hours, unpaid special leave</p> <ul style="list-style-type: none">➤ Summary of promotion/acting up position➤ Record of previous service dates➤ Summary of transfer/secondment within Civil/Public Service➤ Summary of sick leave➤ Summary of disciplinary action taken, including outcome➤ Summary of training/qualification gained while employed in Civil/Public Service➤ Summary of non-medical related absences➤ Summary of termination/cessation | | | | | |
|--|--|---|--|--|--|--|--|

| | | | | | | | |
|---------------------|--|--|----------------------|-----------|---|---------------------------|---|
| | | <p>of employment (retirement/dismissal)</p> <ul style="list-style-type: none"> ➤ Summary of exit interview, where relevant | | | | | |
| DEPT NAME/HR/8/2 | Local employee case files held by Line Manager | <p>Documentation held by line managers relating to the management of employees, including:</p> <ul style="list-style-type: none"> ➤ PMDS ➤ Overtime Timesheets ➤ Conflicts of interest ➤ Meetings ➤ Monthly conversations | End of calendar year | 2 years | Destroy subject to authorisation from National Archives | Business use | <p>Transfer to individual departmental personnel file, where appropriate.</p> <p>Where records are duplicates of centrally held files no disposal authorisation is required from the National Archives.</p> |
| DEPT NAME/HR/8/3 | Disciplinary cases: oral warnings | <ul style="list-style-type: none"> ➤ Including bullying, harassment and grievance investigations | Date of warning | 6 months | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | <p>Disciplinary case files are retained with individual personnel file, except when staff member is transferred.</p> <p>Circular DPE200-006-2016 on Management of Under Performance and Dignity at Work Policy.</p> |
| DEPT NAME/HR/8/4 | Disciplinary cases: written warnings | <ul style="list-style-type: none"> ➤ Including bullying, harassment and grievance | Date of warning | 12 months | Destroy subject to authorisation from National | Data Protection Act, 2018 | <p>Circular DPE200-006-2016 on Management of</p> |

| | | | | | | | |
|---------------------|---|--|--|----------|--|-----------------------------------|--|
| | | investigations. | | | Archives | | Under Performance and Dignity at Work Policy. |
| DEPT NAME/HR/8/5 | Disciplinary cases: action taken | ➤ Including bullying, harassment and grievance investigations | Conclusion of disciplinary action or termination of employment. Whichever is first | 6 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Retain summary of action in personnel file. Circular DPE200-006-2016 on Management of Under Performance and Dignity at Work Policy. |
| DEPT NAME/HR/8/6 | Disciplinary cases: where children or vulnerable adults are involved | | Conclusion of disciplinary process | 25 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Retain summary of action in personnel file. Circular DPE200-006-2016 on Management of Under Performance and Dignity at Work Policy. |
| DEPT NAME/HR/8/7 | Legal case files | | Conclusion of case | 30 years | Transfer to National Archives | National Archives Act, 1986 | HR input to legal cases. |
| DEPT NAME/HR/8/8 | Staff rosters | | End of current year | 1 year | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT | Internships (paid) | | Completion of | 10 years | Destroy subject | Data Protection | Retain where service |

| NAME/HR/8/9 | | | internship | | to authorisation from National Archives | Act, 2018 | may count towards added service for pension purposes. |
|--|--|--|-------------------------|--|---|-----------------------------|---|
| DEPT NAME/HR/8/10 | Placements (unpaid)/Transition Year Students | | Completion of placement | Calendar year | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| HR/9: EMPLOYEE PAYROLL AND PENSIONS RECORDS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/9/1 | Register of Pensionable Officers | | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/9/2 | Pension Scheme Reports | <ul style="list-style-type: none"> ➤ Accounts ➤ Returns ➤ Valuation | End of current year | 6 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/3 | Individual staff pension files | Pension files may include: <ul style="list-style-type: none"> ➤ Valuation ➤ Name and address ➤ Date of Birth ➤ PPSN ➤ Marital/Civil status, including copy of marriage certificate/divorce decree ➤ Next of kin/dependents, including copy of birth certificates, adoption | Retirement | 100 years or life of the last beneficiary, whichever is longer | Review for further retention within Department or transfer to National Archives | Business use | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | <p>order</p> <ul style="list-style-type: none">➤ Bank account details, including bank mandate form➤ Details of pension scheme membership➤ Pension case ID➤ Pension vesting period➤ Date of appointment, including employing department/agency➤ Employee class, PRSI class and social insurance records➤ Award of incremental credit for previous service➤ Administrator pay➤ Administrator increments➤ Administrator allowances, including sanction➤ Payroll instructions➤ Summary of payroll history, including details of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for undertaken leave, reduced pay, time off | | | | | |
|--|--|--|--|--|--|--|--|

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | <ul style="list-style-type: none">➤ pay, maternity pay➤ Instruction to award non-increment PMDS➤ Application for additional payment➤ Overpayment records, including queries from PeoplePoint➤ Record of recoupment of overpayment➤ Long service awards➤ Record of annual leave/public holidays, including carry over of annual leave➤ Record of carers' leave/parental leave/force majeure/maternity leave/paternity leave/adoptive leave➤ Record of all periods of unpaid leave➤ Record of career breaks➤ Record of shorter working year➤ Record of workshare/reduced hours pattern change➤ Record of unpaid special leave➤ Record of sporadic/block absences➤ Summary of | | | | | |
|--|--|--|--|--|--|--|--|

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | <p>promotion/acting up position</p> <ul style="list-style-type: none">➤ Record of previous service dates➤ Record of purchased service/notional service➤ Record of professional added years award/prospective award➤ Record of entitlements to any gratuities➤ Refunds paid to scheme member, including marriage gratuity➤ Record of waivers, related to abatement appeals➤ Record of membership of original/revised spouses and children's scheme➤ Copy of personal fund threshold certificate➤ Record of transferred service in/out➤ Preserved pension details➤ Pension related refund details➤ Record of pension entitlements other | | | | | |
|--|--|--|--|--|--|--|--|

| | | | | | | | |
|--|--|---|--|--|--|--|--|
| | | <p>than public/civil service, including Additional Voluntary Contributions, supplementary pension</p> <ul style="list-style-type: none">➤ Pension recipient letters➤ Record of social welfare entitlements, including social welfare benefit statement➤ Record of death gratuity➤ Record of transfer or secondment within Civil/Public Service➤ Record of sick leave➤ Record of pay affected unauthorised absence➤ Record of application to retire, resign, termination of employment➤ Record of ill-health retirement, including any accident report, report by the Chief Medical Officer, legal advice, relevant correspondence, outcome of court cases➤ Final certificate of | | | | | |
|--|--|---|--|--|--|--|--|

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | <ul style="list-style-type: none">➤ incapacity to work➤ Severance declaration➤ Exit forms➤ Last date of service➤ Summary of pensionable service, including pension service statement➤ Record of contributions deducted➤ Notice to trustees➤ Family law benefit statement➤ Single scheme benefit statement➤ Severance and redundancy final figures➤ Inspector of taxes➤ EC – actuarial value➤ Revised details of authorisations to Paymaster General➤ Letter of undertaking➤ Pension Adjustment Order and Pension Adjustment Order Approval Letter➤ Letter to member/non-member re Pension Adjustment Order➤ Court certified Pension Adjustment Order | | | | | |
|--|--|--|--|--|--|--|--|

| | | | | | | | |
|---------------------|----------------------------|---|------------|--|---|--------------|--|
| | | <ul style="list-style-type: none"> ➤ Instruction to Paymaster General re Pension Adjustment Order ➤ Solicitors' letters ➤ Court letters or instructions ➤ Details of other sources of income ➤ Details of medical conditions for 38(B) declaration ➤ Copy of Death Certificate ➤ Data related to non-members who receives payment ➤ Date of death ➤ Details relating to the gifting of a pension | | | | | |
| DEPT NAME/HR/9/4 | Pension scheme calculation | <ul style="list-style-type: none"> ➤ General pensions calculation ➤ Pension scheme detail calculation ➤ Abatement calculation ➤ Purchase of service calculation ➤ Transfer value calculation ➤ Marriage Gratuity calculation ➤ Severance Benefits calculation ➤ Death in Service | Retirement | 100 years or life of the last beneficiary, whichever is longer | Review for further retention within Department or transfer to National Archives | Business use | |

| | | | | | | | |
|---------------------|------------------------------|--|------------------|----------|---|--------------|--|
| | | <ul style="list-style-type: none"> ➤ calculation ➤ Spouses and Children calculation ➤ Pension rate calculation (prison staff) ➤ Severance and redundancy calculation ➤ Submission for waiver of abatement ➤ Professional added years application ➤ Injury warrant application ➤ Pension appeals applications ➤ Personal Fund Threshold Certificate and supporting documentation ➤ Information pertinent to any pension related claims (for example legal advices, relevant correspondence, outcome of court cases etc.) ➤ Social Welfare entitlements | | | | | |
| DEPT NAME/HR/9/5 | Pension scheme management | <ul style="list-style-type: none"> ➤ Statement of principles governing decisions about investments | Until superseded | 10 years | Destroy subject to authorisation from National Archives | Business use | |

| | | | | | | | |
|---------------------|--|---|-------------------------|---|---|-----------------------------------|--|
| DEPT NAME/HR/9/6 | Organisation of Working Time Act Reports | | Completion of report | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/9/7 | Family Law records | <ul style="list-style-type: none"> ➤ Actuarial Value - Name, DOB, Accrue Pension Value, Pension Transfer Value ➤ Letter of undertaking – Name, Address, Beneficiary Name and PPSC ➤ Pension Adjustment Order and Pension Adjustment Order approval letter – Name, PPSN, Spouse’s Name, Portion of pension to be paid to beneficiary ➤ Letter of authorisation – Name, Address, PPSN ➤ Letter to non-member – Name, Address, Pension Information ➤ Letter to member – Name, Address, Pension Information ➤ Court certified Pension Adjustment Order – As Pension Adjustment Order above ➤ Pension Adjustment | Retirement | 100 years or life of the last beneficiary, whichever is longer | Review for further retention within Department or transfer to National Archives | Business use | |

| | | Order benefactor details | | | | | |
|----------------------|-------------------------------|--------------------------|-------------------------------|--|---|--------------------------------------|--|
| DEPT NAME/HR/9/8 | Payroll Records: | ➤ | End of current year | 6 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/9 | Copy pay slips | | End of current year | 6 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/10 | Income tax form: P35 | | End of current financial year | 6 years | Destroy subject to authorisation from National Archives | Credit Union Act, 2012: Rule 146 (6) | |
| DEPT NAME/HR/9/11 | Income tax form: P45 | | Retirement | 100 years or life of the last beneficiary, whichever is longer | Review for further retention within Department or transfer to National Archives | Business use | |
| DEPT NAME/HR/9/12 | Income tax form: P60 | | End of current financial year | 2 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/13 | Year end and monthly prints | | End of current year | 6 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/14 | Payroll setup for ad-hoc fees | | End of current year | 6 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT | Ad-hoc fees | ➤ Education | End of current | 6 years | Destroy subject | Business use | |

| NAME/HR/9/15 | applications | ➤ Continuing Professional Development | year | | to authorisation from National Archives | | |
|-------------------------------|--|--|------------------------|--------------------------------|---|---------------------------|--|
| DEPT NAME/HR/9/16 | Cycle to work scheme applications | | Final payment | 1 year | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/17 | Travel pass applications | | End of current year | 1 year | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/9/18 | Authorisations for salary deductions | ➤ Credit Union mandate ➤ Trade Union subscription ➤ Annual tax save | Authorisation received | Nil | Destroy subject to authorisation from National Archives | Business use | |
| HR/10: MEDICAL RECORDS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/10/1 | Critical illness protocol | | Until superseded | End of sick leave cycle period | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/10/2 | Referral to Chief Medical Officer | | Date of referral | End of sick leave cycle period | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Summary of certified sick leave retained on individual pension file. |
| DEPT NAME/HR/10/3 | Referrals to Civil Service Employee Assistance Service (CSEAS) | ➤ HR/Management referral where there is a risk to life / referral on the advice of the Chief Medical Officer | Date of referral | 10 years | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | |
| DEPT NAME/HR/10/4 | Self-certified sick leave: -Fitness to resume | ➤ 5/6 days self-certified sick leave ➤ 7 days self-certified sick leave | Date of return to work | End of sick leave cycle period | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Summary of uncertified sick leave should be retained on individual pension |

| | -Uncertified leave records | ➤ Fitness to resume | | | | | file. |
|--|---|--|------------------------|--------------------------------|---|-----------------------------|--|
| DEPT NAME/HR/10/5 | Certified sick leave: -Medical certificates -Social Welfare medical form record -Requests for medical certificates -Chief Medical Officer decision to employee -Certified leave records -Fitness to resume -Return to work | ➤ 14 days in year ➤ Approaching 183 days sick leave ➤ Approaching 365 days sick leave ➤ Exceeding 183 days sick leave ➤ Exceeding 365 days sick leave ➤ Certified leave (probation) ➤ Fitness to resume ➤ Four year sick leave record or report | Date of return to work | End of sick leave cycle period | Destroy subject to authorisation from National Archives | Data Protection Act, 2018 | Summary of certified sick leave should be retained on individual pension file. |
| DEPT NAME/HR/10/6 | Exposure to asbestos: records relating to individuals | | Closure of incident | 70 years | Review for National Archives | National Archives Act, 1986 | |
| HR/11: DISABILITY AND OCCUPATIONAL HEALTH | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/11/1 | Records maintained by designated Disability Officers | | End of current year | 7 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/11/2 | Disability survey | | Completion of survey | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/11/3 | Occupational health assessments | ➤ Including pregnancy risk assessments, applications under breastfeeding policy, ergonomics checks | | 7 years | Destroy subject to authorisation from National Archives | Business use | Summary to be included on individual personnel file, where appropriate. |

| HR/12: LEARNING AND DEVELOPMENT | | | | | | | |
|--|--------------------------------------|------------------------------|----------------------|-------------------------|---|------------------|---|
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/12/1 | Training: New starter checklist | | Date of issue | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/12/2 | Training needs analysis and planning | | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/12/3 | Training log, including induction | | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | Summary log of staff attending internal courses. Summary of qualifications, exam results and training to be retained on individual personnel file. |
| DEPT NAME/HR/12/4 | Training requests | | End of current year | 1 year | Destroy subject to authorisation from National Archives | Business use | Summary of qualifications, exam results and training to be retained on individual personnel file. |
| DEPT NAME/HR/12/5 | Training feedback | ➤ Evaluation forms | End of current year | 1 year | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/12/6 | Training materials | ➤ Manuals and course content | Completion of course | 1 year | Destroy subject to authorisation from National Archives | Business use | |

| DEPT NAME/HR/12/7 | Reporting and statistics | | End of current year | 5 years | Destroy subject to authorisation from National Archives | Business use | May relate to training events provided internally or by external providers. |
|------------------------------------|---|--|----------------------|--|---|-----------------------------|---|
| DEPT NAME/HR/12/8 | Refund of fees and study leave applications | ➤ Application forms and correspondence | Completion of course | 6 years | Destroy subject to authorisation from National Archives | Business use | Summary of qualifications, exam results and training to be retained on individual personnel file. |
| DEPT NAME/HR/12/9 | Student projects | ➤ Thesis, reports | Completion of course | Where relevant, transfer to Departmental library | Review for National Archives | Business use | |
| HR/13: INDUSTRIAL RELATIONS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/HR/13/1 | Meetings with Unions | | End of current year | 7 years | Review for National Archives | National Archives Act, 1986 | Retain records relating to significant discussions or disputes. |
| DEPT NAME/HR/13/2 | Agreements with Unions | | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/HR/13/3 | Routine communications with Unions | | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/HR/13/4 | Industrial action records | | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

UNIT – ICT: INFORMATION AND COMMUNICATIONS TECHNOLOGY

ICT/1: STRATEGY AND PLANNING

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|------------------------|---|--|------------------|------------------|---|-----------------------------|---|
| DEPT NAME/ICT/1/1 | ICT Strategy | <ul style="list-style-type: none"> ➤ Final strategy ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/ICT/1/1/1 | ICT Strategy: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 5 years | Review for National Archives | National Archives Act, 1986 | Input from sections within Department. |
| DEPT NAME/ICT/1/1/2 | ICT Strategy: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/1/2 | ICT Projects | | | | | | <p>See also CS/5 Procurement and CS/6 Project Planning and Management</p> <p>Records relating to specialised ICT projects should be retained permanently.</p> |

| ICT/2: OPERATIONS | | | | | | | |
|---------------------------|---|--|-----------------------------|-------------------------|---|-----------------------------|--|
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/ICT/2/1 | Applications development and administration | <ul style="list-style-type: none"> ➤ Documents and design specifications ➤ Background research | Lifetime of application use | 5 years | Review for National Archives | National Archives Act, 1986 | Development of new or existing applications. |
| DEPT NAME/ICT/2/2 | Helpdesk | <ul style="list-style-type: none"> ➤ Phone recordings ➤ Correspondence | Closure of case | 3 years | Destroy subject to authorisation from National Archives | Business use | Recordings required as part of an appeals process should be retained with the associated Appeals file. |
| DEPT NAME/ICT/2/3 | Minor administrative records | <ul style="list-style-type: none"> ➤ Routine correspondence | End of current year | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/2/4 | Network and Systems Management | <ul style="list-style-type: none"> ➤ Final guidance ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Lifetime of system use | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/ICT/2/4/1 | Network and Systems Management | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Lifetime of system use | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/2/5 | User account opening and maintenance | | Closure of account | 1 year | Destroy subject to authorisation from National Archives | Business use | Email should be saved to associated file on Departmental server or electronic records management system. |

| DEPT NAME/ICT/2/6 | Routine monitoring and testing of an ICT system | | End of current year | 1 year | Destroy subject to authorisation from National Archives | Business use | |
|-------------------------------------|---|--|--|------------------|---|-----------------------------|--|
| DEPT NAME/ICT/2/7 | Routine system access and usage logs | <ul style="list-style-type: none"> ➤ System access logs ➤ Telephone usage logs ➤ Internet usage logs ➤ Remote access logs ➤ File Transfer Protocol logs ➤ Server/network side logs | Date of capture | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/2/8 | Telephone systems and networks | | Lifetime of system use | 5 years | Review for National Archives | National Archives Act, 1986 | Documentation relating to the installation and configuration of individual systems and overall network design and configuration. |
| DEPT NAME/ICT/2/9 | Web development | | Lifetime of system use | 5 years | Review for National Archives | National Archives Act, 1986 | See also COM/2 Website. |
| ICT/3: HARDWARE AND SOFTWARE | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/ICT/3/1 | Asset Management | | Disposal of asset | 7 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/3/2 | Assets over €50K | | After all obligations and entitlements concluded | 20 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT | Assets under €50K | | After all | 5 years | Destroy subject | Business use | |

| | | | | | | | |
|------------------------|---------------------------------------|--|--|------------------|---|-----------------------------|---|
| NAME/ICT/3/3 | | | obligations and entitlements concluded | | to authorisation from National Archives | | |
| DEPT NAME/ICT/3/4 | System back-ups | | End of current year | Daily: 1 Year | Destroy subject to authorisation from National Archives (recycle) | Business use | Industry standard is for short retention. Back-ups should be retained offsite. |
| | | | | Monthly: 3 Years | | | |
| DEPT NAME/ICT/3/5 | Maintenance systems | | After system no longer used | 5 years | Destroy subject to authorisation from National Archives | Business use | Documentation relating to the maintenance and support of software and systems, including daily checks and rota. |
| DEPT NAME/ICT/3/6 | Manuals and operating procedures | <ul style="list-style-type: none"> ➤ User manuals ➤ Support information relating to specific software or hardware systems | After system no longer used | 5 years | Review for National Archives | National Archives Act, 1986 | Master copies may be needed to access systems and applications in the future. |
| DEPT NAME/ICT/3/7 | ICT Hardware policies | <ul style="list-style-type: none"> ➤ Published policy ➤ ICT progress reports ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 7 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/ICT/3/7/1 | ICT Hardware policies: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 7 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT NAME/ICT/3/7/2 | ICT Hardware policies: supporting | <ul style="list-style-type: none"> ➤ Routine correspondence | Publication date | 3 years | Destroy subject to authorisation | Business use | |

| | | | | | | | |
|--------------------|---|--|----------------------|---------|---|--------------|--|
| | administration | regarding planning of meetings etc. ➤ Duplicate documentation | | | from National Archives | | |
| DEPT NAME/ICT/3/8 | Log of removal and return of mobile ICT systems hardware and software | | Return of equipment | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/3/9 | Software Licences | | Lifetime of software | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/3/10 | Warranty | | Lifetime of warranty | Nil | Destroy subject to authorisation from National Archives | Business use | |

ICT/4: DATA PROTECTION AND SECURITY

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|--------------------|---|---------------|----------------------|------------------|---|--------------|---|
| DEPT NAME/ICT/4/1 | Detection and investigation of security breaches of an ICT system, and action taken | | Conclusion of action | 7 years | Destroy subject to authorisation from National Archives | Business use | Retain records where serious breach is identified or records are required as part of further investigation. |
| DEPT NAME/ICT/4/2 | Protective Monitoring Server Reports | | Date of report | 7 years | Destroy subject to authorisation from National Archives | Business use | Audit reports and analysis of ICT activity. |
| DEPT NAME/ICT/4/3 | Standalone audit reports | | Date of report | 7 years | Destroy subject to authorisation from National Archives | Business use | Audit reports on standalone PCs in the Department. |
| DEPT NAME/ICT/4/4 | Issues | | End of current year | 5 years | Destroy subject to authorisation | Business use | Routine issues and problems raised with |

| | | | | | from National Archives | | ICT. |
|----------------------------|--|---------------|------------------|------------------|---|--------------|---|
| ICT/5: BUSINESS CONTINUITY | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/ICT/5/1 | Business Continuity Planning | | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | This refers to the planning for the Department as a whole. See also CS/3 Risk Management and IM/1 Disaster plan. |
| DEPT NAME/ICT/5/2 | Business Continuity Planning: training programme development | | Until superseded | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/ICT/5/3 | Business Continuity Planning: training programme delivery | | Until superseded | 1 year | Destroy subject to authorisation from National Archives | Business use | |

UNIT – POL: POLICY

POL/1: POLICY DEVELOPMENT (POLICY FILES SHOULD BE CATEGORISED ACCORDING TO THE STATUTORY FUNCTION AND DIVISION THEY SUPPORT)

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|----------------------|---------------|--|------------------|------------------|-------------------------------|-----------------------------|--|
| DEPT NAME/POL/1/1 | Policy files | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Reports ➤ Briefs ➤ Submissions ➤ Memoranda | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | Policy files should be categorised according to the statutory function |

| | | | | | | | |
|------------------------|--|---|------------------|----------|---|-----------------------------|---|
| | | <ul style="list-style-type: none"> ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes ➤ | | | | | and division they support. |
| DEPT NAME/POL/1/1/1 | Policy files: drafting file | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Publication date | 7 years | Review for National Archives | Business use | Input from sections within Department. |
| DEPT NAME/POL/1/1/2 | Policy files: administrative support | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication date | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/POL/1/2 | Inter-Divisional meetings and working groups | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Reports ➤ Briefs ➤ Submissions ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Date of meeting | 30 years | Transfer to National Archives | National Archives Act, 1986 | Input to policy development, evolution of Department. |
| DEPT NAME/POL/1/3 | Inter-Agency meetings and working groups | <ul style="list-style-type: none"> ➤ Minutes of meetings ➤ Reports ➤ Briefs | Date of meeting | 30 years | Transfer to National Archives | National Archives Act, 1986 | Input to policy development, evolution of |

| | | | | | | | |
|------------------------|---|--|--------------------|----------|-------------------------------|-----------------------------|--|
| | | <ul style="list-style-type: none"> ➤ Submissions ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | | | | | Department. |
| DEPT NAME/POL/1/4 | Reports from bodies under the aegis of the Department | <ul style="list-style-type: none"> ➤ Final report ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/POL/1/5 | Reports to external bodies | <ul style="list-style-type: none"> ➤ Final report ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication date | 30 years | Transfer to National Archives | National Archives Act, 1986 | Representation or input by the Department or agency to National, European or International bodies. |
| DEPT NAME/POL/1/6 | Stakeholder Engagement | <ul style="list-style-type: none"> ➤ Submissions ➤ Reports ➤ Minutes of meetings ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. | Date of engagement | 30 years | Transfer to National Archives | National Archives Act, 1986 | Input to policy development, evolution of Department. |
| DEPT NAME/POL/1/6/1 | Stakeholder Engagement: Government | <ul style="list-style-type: none"> ➤ Submissions ➤ Reports ➤ Minutes of meetings | Date of engagement | 30 years | Transfer to National Archives | National Archives Act, 1986 | Input to policy development. |

| | | | | | | | |
|---------------------|--|--|--------------------|----------|-------------------------------|-----------------------------|---|
| | | <ul style="list-style-type: none"> ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. | | | | | Interaction with Departments of State, agencies and public bodies. |
| DEPT NAME/POL/1/6/2 | Stakeholder Engagement: National Bodies | <ul style="list-style-type: none"> ➤ Submissions ➤ Reports ➤ Minutes of meetings ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. | Date of engagement | 30 years | Transfer to National Archives | National Archives Act, 1986 | <p>Input to policy development.</p> <p>Interaction with national bodies, NGOs etc. on specific policy areas.</p> |
| DEPT NAME/POL/1/6/3 | Stakeholder Engagement: European Bodies | <ul style="list-style-type: none"> ➤ Submissions ➤ Reports ➤ Minutes of meetings ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. | Date of engagement | 30 years | Transfer to National Archives | National Archives Act, 1986 | <p>Input to policy development.</p> <p>Interaction with European bodies, on specific policy areas.</p> <p>European bodies where the Department of State or Agency is acting on behalf of Ireland.</p> |
| DEPT NAME/POL/1/6/4 | Stakeholder Engagement: International Bodies | <ul style="list-style-type: none"> ➤ Submissions ➤ Minutes of meetings ➤ Memoranda ➤ Correspondence containing decisions, comments, observations etc. | Date of meeting | 30 years | Transfer to National Archives | National Archives Act, 1986 | <p>Input to policy development.</p> <p>Interaction with International bodies, on specific policy areas.</p> <p>International bodies where the</p> |

| | | | | | | | |
|--|--|--|--|--|--|--|---|
| | | | | | | | Department of State or Agency is acting on behalf of Ireland. |
|--|--|--|--|--|--|--|---|

UNIT – PRO: PROJECT PLANNING AND MANAGEMENT

PRO/1: PROJECT DEVELOPMENT (PROJECT MANAGEMENT FILES SHOULD BE CATEGORISED WITHIN THE STATUTORY FUNCTION AND DIVISION THEY SUPPORT)

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|------------------------|--|---|-----------------------|------------------|---|-----------------------------|-------|
| DEPT NAME/PRO/1/1 | Feasibility studies | <ul style="list-style-type: none"> ➤ Final study ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Risk assessment | Completion of Project | 30 years | Transfer to National Archives | Business use | |
| DEPT NAME/PRO/1/1/1 | Feasibility studies: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | Completion of Project | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/PRO/1/1/2 | Feasibility studies: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of Project | 5 years | Destroy subject to authorisation from National Archives | National Archives Act, 1986 | |
| DEPT NAME/PRO/1/2 | Project Initiation Documents (PIDS) | <ul style="list-style-type: none"> ➤ Final version ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, | Completion of Project | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

| | | | | | | | |
|------------------------|---|--|-----------------------|----------|---|-----------------------------|---|
| | | <ul style="list-style-type: none"> ➤ observations etc. ➤ Drafts with substantive changes ➤ Business case ➤ Cost Benefit Analysis | | | | | |
| DEPT NAME/PRO/1/1/1 | Project Initiation Documents (PIDS): drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | Completion of Project | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/PRO/1/1/2 | Project Initiation Documents (PIDS): supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of project | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PRO/1/3 | Project file | <ul style="list-style-type: none"> ➤ Final project report ➤ Progress reports ➤ Value for Money Report ➤ Reports, submissions for specialist areas ➤ Internal correspondence regarding project development and progress ➤ Brief to consultants ➤ Project proposal from consultants ➤ Observations on consultant reports ➤ Correspondence with consultants ➤ Minutes of meetings | Completion of project | 30 years | Transfer to National Archives | National Archives Act, 1986 | <p>Where consultants are not employed internal records documenting project development and implementation should be retained.</p> <p>Where consultants are employed Departments and Agencies should make provision in any contractual arrangements for the capture of records worthy of permanent preservation.</p> |

| | | | | | | | |
|------------------------|---|---|------------------------------|----------|--|--------------------------------|--|
| DEPT NAME/PRO/1/3/1 | Project administration | <ul style="list-style-type: none"> ➤ Copy finance/payment records ➤ Duplicate documentation ➤ Routine correspondence regarding administrative issues | Completion of project | 3 years | Destroy subject to authorisation from National Archives | Business use | Local copies. Master payment and finance records should be held centrally in Finance Unit. |
| DEPT NAME/PRO/1/4 | Project Management Guidelines | <ul style="list-style-type: none"> ➤ Final version ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Publication of guidelines | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PRO/1/4/1 | Project Management Guidelines: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | Publication of guidelines | 5 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/PRO/1/4/2 | Project Management Guidelines: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Publication of guidelines | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PRO/1/5 | Project Management Proposals: approved | <ul style="list-style-type: none"> ➤ Business case ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | Completion of Project | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT | Project Management | <ul style="list-style-type: none"> ➤ Drafts with no | Completion of | 5 years | Review for | National Archives | |

| | | | | | | | |
|---------------------|--|--|-----------------------|---------|---|--------------|--|
| NAME/PRO/1/5/1 | Proposals: approved (drafting files) | <ul style="list-style-type: none"> ➤ substantive changes ➤ Working papers/research ➤ Routine correspondence | Project | | National Archives | Act, 1986 | |
| DEPT NAME/PRO/1/5/2 | Project Management Proposals: approved (supporting administration) | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of project | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PRO/1/6 | Project Management proposals: rejected or deferred | <ul style="list-style-type: none"> ➤ Business case ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. | Completion of Project | 5 years | Review for National Archives | Business use | |
| DEPT NAME/PRO/1/6/1 | Project Management proposals: rejected or deferred (drafting files) | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Working papers/research ➤ Routine correspondence | Completion of Project | 5 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PRO/1/6/2 | Project Management Proposals: rejected or deferred (supporting administration) | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of project | 5 years | Destroy subject to authorisation from National Archives | Business use | |

UNIT – GR: GRANT SCHEMES

GR/1: POLICIES AND PROCEDURES

| Record series | Record Series | File examples | Trigger | Retention | Action | Rationale | Notes |
|---------------|---------------|---------------|---------|-----------|--------|-----------|-------|
|---------------|---------------|---------------|---------|-----------|--------|-----------|-------|

| code | | | | Period | | | |
|-----------------------|--|--|-------------------------|----------|--|-----------------------------------|--|
| DEPT NAME/GR/1/1 | Grant scheme project development | | | 30 years | Transfer to National Archives | National Archives Act, 1986 | See PRO/1 Project Planning and Management |
| DEPT NAME/GR/1/2 | Grant scheme policies | <ul style="list-style-type: none"> ➤ Published policy ➤ Submissions ➤ Business case ➤ Progress reports ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/1/2/1 | Grant scheme policies: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine correspondence | Completion of scheme | 7 years | Review for National Archives | Business use | |
| DEPT NAME/GR/1/2/2 | Grant scheme policies: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of scheme | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/GR/1/3 | Procedures and workflows | <ul style="list-style-type: none"> ➤ Rules for processing grant applications and payments | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/1/3/1 | Procedures and workflows: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/GR/1/3/2 | Procedures and workflows: | <ul style="list-style-type: none"> ➤ Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation | Business use | |

| | supporting administration | regarding planning of meetings etc. ➤ Duplicate documentation | | | from National Archives | | |
|---|---|---|-----------------------------|-------------------------|---|-----------------------------|---|
| GR/2: ADMINISTRATION, PROCESSING AND REPORTING | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/GR/2/1 | Grant payments | ➤ Summary reports ➤ Annual abstracts | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/2/2 | Scope, assessment criteria relating to individual schemes | | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/2/3 | Quality assurance, value for money and other audits | | Completion of audit | 30 years | Transfer to National Archives | National Archives Act, 1986 | Internal Audit C&AG Audit European Court of Auditors for schemes involving EU funding. See CG/3 Internal Audit and CG/4 Comptroller and Auditor General |
| DEPT NAME/GR/2/4 | Processing of unsuccessful grant applications | ➤ Application forms ➤ Supporting documentation/proof of identity ➤ Routine correspondence and queries ➤ Telephone recordings | Completion of funding round | 2 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/GR/2/5 | Processing and payment of successful grant applications | ➤ Applications forms ➤ Supporting documentation/proof of identity | Completion of funding round | 7 years | Review for National Archives | National Archives Act, 1986 | Grants for applicants of national or international repute, or schemes relating |

| | | <ul style="list-style-type: none"> ➤ Routine correspondence and queries ➤ Telephone recordings | | | | | to works of particular importance should be retained for historic interest. |
|-------------------------------|---|--|-------------------------|-----------------------------|-------------------------------------|-----------------------------------|---|
| DEPT NAME/GR/2/6 | Grant payments: databases | <ul style="list-style-type: none"> ➤ Summary data abstracted from application forms, including personal data ➤ Statistical data captured as part of the application and allocation process ➤ Summary reports | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| GR/3: APPEALS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/GR/3/1 | Grant scheme appeals project development | | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | See PRO/1 Project Planning and Management |
| DEPT NAME/GR/3/2 | Grant scheme appeals policies | <ul style="list-style-type: none"> ➤ Published policy ➤ Submissions ➤ Business case ➤ Progress reports ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/3/2/1 | Grant scheme appeals policies: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Completion of scheme | 3 years | Review for National Archives | Business use | |

| | | | | | | | |
|-----------------------|--|---|----------------------|----------|---|-----------------------------|--|
| DEPT NAME/GR/3/2/2 | Grant scheme appeals policies: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of scheme | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/GR/3/3 | Grant scheme appeals procedures and workflows | <ul style="list-style-type: none"> ➤ Rules for processing grant applications and payments | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/3/3/1 | Grant scheme appeals procedures and workflows: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/GR/3/3/2 | Grant scheme appeals procedures and workflows: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/GR/3/4 | Grant scheme appeals case files | <ul style="list-style-type: none"> ➤ Application form ➤ Appeals Officer report ➤ Transcript/phone recordings ➤ Correspondence with appellants ➤ Internal correspondence containing decisions, comments, observations etc | Completion of appeal | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/GR/3/5 | Grant scheme appeals: databases | <ul style="list-style-type: none"> ➤ Statistical data captured as part of the appeals process ➤ Summary reports | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |

UNIT – PS: PAYMENT SCHEMES

PS/1: POLICIES AND PROCEDURES

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|--------------------|--|--|----------------------|------------------|---|-----------------------------|--|
| DEPT NAME/PS/1/1 | Payment scheme project development | | | 30 years | Transfer to National Archives | National Archives Act, 1986 | See PRO/1 Project Planning and Management |
| DEPT NAME/PS/1/2 | Payment scheme policies | <ul style="list-style-type: none"> ➤ Published policy ➤ Submissions ➤ Business case ➤ Progress reports ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/1/2/1 | Payment scheme policies: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Completion of scheme | 3 years | Review for National Archives | Business use | |
| DEPT NAME/PS/1/2/2 | Payment scheme policies: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of scheme | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PS/1/3 | Procedures and workflows | <ul style="list-style-type: none"> ➤ Rules for processing scheme applications and payments | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/1/3/1 | Procedures and workflows: drafting | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes | Until superseded | 3 years | Destroy subject to authorisation | Business use | |

| | files | <ul style="list-style-type: none"> ➤ Background research ➤ Routine correspondence | | | from National Archives | | |
|---|---|---|---|------------------|---|-----------------------------|---|
| DEPT NAME/PS/1/3/2 | Procedures and workflows: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of scheme | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| PS/2: ADMINISTRATION, PROCESSING AND REPORTING | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/PS/2/1 | Payment scheme operation | <ul style="list-style-type: none"> ➤ Summary reports ➤ Annual abstracts | End of current year | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/2/2 | Scope, assessment criteria relating to individual schemes | | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/2/3 | Quality assurance, value for money and other audits | | Completion of audit | 30 years | Transfer to National Archives | National Archives Act, 1986 | Internal Audit C&AG Audit European Court of Auditors for schemes involving EU funding. See CG/3 Internal Audit and CG/4 Comptroller and Auditor General |
| DEPT NAME/PS/2/4 | Processing of invalid applications | <ul style="list-style-type: none"> ➤ Invalid or incomplete application forms ➤ Supporting documentation ➤ Routine correspondence and queries | Completion of scheme or end of current year | 2 years | Destroy subject to authorisation from National Archives | Business use | |

| | | ➤ Telephone recordings | | | | | |
|----------------------|--|--|---|------------------|-------------------------------|-----------------------------|--|
| DEPT NAME/PS/2/5 | Processing and payment of successful applications | <ul style="list-style-type: none"> ➤ Application forms ➤ Supporting documentation ➤ Routine correspondence and queries ➤ Telephone recordings | Completion of scheme or end of current year | 7 years | Review for National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/2/6 | Payment scheme: database | <ul style="list-style-type: none"> ➤ Summary data abstracted from application forms, including personal data ➤ Statistical data captured as part of the application and allocation process ➤ Summary reports | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| PS/3: APPEALS | | | | | | | |
| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
| DEPT NAME/PS/3/1 | Payment scheme appeals process project development | | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | See PRO/1 Project Planning and Management |
| DEPT NAME/PS/3/2 | Payment scheme appeals policies | <ul style="list-style-type: none"> ➤ Published policy ➤ Submissions ➤ Business case ➤ Progress reports ➤ Minutes of meetings ➤ Correspondence containing decisions, comments, observations etc. ➤ Drafts with substantive changes | Completion of scheme | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT | Payment scheme | ➤ Drafts with no | Completion of | 3 years | Review for | Business use | |

| | | | | | | | |
|-----------------------|--|---|-------------------------|----------|--|-----------------------------------|--|
| NAME/PS/3/2/1 | appeals policies: drafting files | <ul style="list-style-type: none"> ➤ substantive changes ➤ Background research ➤ Routine correspondence | scheme | | | National Archives | |
| DEPT NAME/PS/3/2/2 | Payment scheme appeals policies: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Completion of scheme | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PS/3/3 | Payment scheme appeals procedures and workflows | <ul style="list-style-type: none"> ➤ Rules for processing applications and payments | Until superseded | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/3/3/1 | Payment scheme appeals procedures and workflows: drafting files | <ul style="list-style-type: none"> ➤ Drafts with no substantive changes ➤ Background research ➤ Routine correspondence | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PS/3/3/2 | Payment scheme appeals procedures and workflows: supporting administration | <ul style="list-style-type: none"> ➤ Routine correspondence regarding planning of meetings etc. ➤ Duplicate documentation | Until superseded | 3 years | Destroy subject to authorisation from National Archives | Business use | |
| DEPT NAME/PS/3/4 | Payment scheme appeals case files | <ul style="list-style-type: none"> ➤ Application form ➤ Appeals Officer report ➤ Transcript/phone recordings ➤ Correspondence with appellant ➤ Internal correspondence containing decisions, comments, observations etc. | Completion of appeal | 30 years | Transfer to National Archives | National Archives Act, 1986 | |
| DEPT NAME/PS/3/5 | Payment scheme | <ul style="list-style-type: none"> ➤ Statistical data captured | Completion of | 30 years | Transfer to | National | |

| | | | | | | | |
|--|--------------------|---|--------|--|-------------------|--------------------|--|
| | appeals: databases | as part of the appeals process ➤ Summary reports | scheme | | National Archives | Archives Act, 1986 | |
|--|--------------------|---|--------|--|-------------------|--------------------|--|

UNIT – REF: REFERENCE MATERIAL

REF/1: REFERENCE MATERIAL

| Record series code | Record Series | File examples | Trigger | Retention Period | Action | Rationale | Notes |
|----------------------|----------------------------|---------------|--------------------------------------|------------------|---|--------------|---|
| DEPT NAME/REF/1/1 | General reference material | | Until information no longer required | Nil | Destroy no authorisation required from National Archives | Business use | These are not records and are not subject to the National Archives Act, 1986. |
| DEPT NAME/REF/1/2 | Library | | N/A | N/A | N/A | N/A | Central library facilities, where they exist, are not subject to National Archives Act, 1986. |
| DEPT NAME/REF/1/3 | Published information | | N/A | N/A | Retain for operational purposes | Business use | Published material that had no input or support from the department. Where publications are funded or have input from officers of a department they should be transferred to the National Archives. |

INDEX TO RECORD SERIES

| | |
|--|-----------|
| Annual accounts..... | 57 |
| Annual reports | 14 |
| Appropriation accounts | 56 |
| Bank account management | 57 |
| Budget reports | 55 |
| Building and contents maintenance | 41 |
| Building and grounds renovations | 41 |
| Building plans..... | 41 |
| Buildings and facilities management records | 41 |
| Business continuity and disaster recovery plans | 45 |
| Cabinet Papers | 12 |
| Canteens and kitchens | 44 |
| Cash flows | 58 |
| CCTV images..... | 39 |
| Cleaning..... | 44 |
| Complaints | 37 |
| Comptroller and Auditor General records | 17 |
| Contract file..... | 50 |
| Corporate affairs | 13 |
| Corporate business plan | 15 |
| Data Protection records..... | 31 |
| Deeds and titles | 42 |
| Departmental procedures..... | 19 |
| Diaries and notebooks | 20 |
| Environment records | 29 |
| External communications (public) records | 37 |
| Feasibility studies..... | 51 |
| Financial accounting records | 57 |
| Financial management records..... | 55 |
| Financial reporting records | 56 |
| Fixed assets | 43 |
| Freedom of Information (FOI) records..... | 28 |
| Grant Schemes | |
| <i>Administration, Processing and Reporting records.....</i> | <i>98</i> |
| <i>Appeals records.....</i> | <i>99</i> |
| <i>Policies and Procedures.....</i> | <i>97</i> |
| Health and safety records..... | 46 |
| Human Resources | |
| <i>Candidate clearance records.....</i> | <i>64</i> |
| <i>Conditions of employment</i> | <i>65</i> |
| <i>Disability and occupational health records.....</i> | <i>81</i> |
| <i>Disciplinary cases</i> | <i>68</i> |
| <i>Employee records.....</i> | <i>65</i> |
| <i>Individual personnel files.....</i> | <i>65</i> |
| <i>Individual staff pension files.....</i> | <i>70</i> |
| <i>Industrial relations</i> | <i>83</i> |
| <i>Learning and development records</i> | <i>82</i> |
| <i>Medical records.....</i> | <i>80</i> |
| <i>Payroll and pensions records</i> | <i>70</i> |
| <i>Policy and planning.....</i> | <i>60</i> |

| | |
|---|-----|
| <i>Recruitment (direct)</i> | 62 |
| <i>Recruitment (internal competitions)</i> | 63 |
| <i>Recruitment (Ministerial appointments)</i> | 64 |
| <i>Recruitment through PAS</i> | 62 |
| Information & Communications Technology | |
| <i>Business Continuity records</i> | 89 |
| <i>Data Protection and Security records</i> | 88 |
| <i>Hardware and software records</i> | 86 |
| <i>Operations records</i> | 85 |
| <i>Strategy and Planning records</i> | 84 |
| ID application | 39 |
| ID Photographs | 39 |
| Inter-Agency meetings and working groups..... | 91 |
| Inter-Divisional meetings and working groups | 90 |
| Internal audit records | 16 |
| Invoices | 58 |
| Legal advice | 54 |
| Legal case files..... | 54 |
| Legal services records | 54 |
| Management Board files..... | 12 |
| Media briefings | 35 |
| Media queries | 35 |
| Minister's diary and appointments..... | 11 |
| Minister's speeches | 12 |
| Ministerial briefings | 12 |
| Ministerial Representations (Reps)..... | 11 |
| Minister's invitations..... | 11 |
| Office equipment | 44 |
| Ombudsman..... | 34 |
| Parking records | 43 |
| Parliamentary Questions | 33 |
| Payment Schemes | |
| <i>Administration, Processing and Reporting records</i> | 102 |
| <i>Appeals records</i> | 103 |
| Pest and vermin control..... | 44 |
| Petty cash..... | 59 |
| Policy development records | 90 |
| Policy files | 90 |
| Procedures and policy development records | 18 |
| Procurement records | 49 |
| Project File | 52 |
| Project initiation documents (PIDS)..... | 51 |
| Project planning and management records | 50 |
| Property negotiation..... | 42 |
| Property security..... | 40 |
| Purchase orders | 59 |
| Reconciliations | 59 |
| Records management records..... | 21 |
| Reference material..... | 105 |
| Rents and utilities | 59 |
| Reports from bodies under the aegis of the Department | 91 |

| | |
|---|----|
| Reports to external bodies..... | 91 |
| Risk management records | 45 |
| Security and people management records..... | 39 |
| Stakeholder engagement..... | 92 |
| Statistical records..... | 20 |
| Strategic Plans..... | 13 |
| Tax clearance certificates..... | 59 |
| Tender files | 49 |
| Travel and subsistence..... | 59 |
| VAT records..... | 60 |
| Visitors books..... | 40 |
| Visitors sign-in Books | 39 |
| Vital records | 27 |
| Waste management..... | 43 |