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**ATHLONE INSTITUTE OF TECHNOLOGY**

**Data Retention Schedule**



**Information and Data Compliance Office**

Approved by EMT 07 February 2020

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| **FINANCIAL AND CORPORATE AFFAIRS** |
| Capital Works Expressions of Interest  | May have | Process Tender applications | 2 Years |
| Capital Works Tenders Submitted  | May have | n/a | 3 Years (or duration of contract) |
| Capital Works Tender File  | May have | n/a | Indefinitely |
| Successful Candidate Tender details | May have | n/a | Indefinitely |
| Minor Works Expressions of Interest | May have | Process Tender applications | 2 Years |
| Minor Works Actual Tenders Submitted | May have | n/a | 3 Years (or duration of contract) |
| Minor Works Tender File | May have | n/a | 7 Years |
| Non-Capital (Goods and Services) Tenders Expressions of Interest | May have | n/a | 2 Years |
| Non-Capital Tenders Submitted | May have | n/a | 3 Years  |
| Non-Capital Tender File | May have | n/a | 7 Years |
| Department of Education Budget File and Correspondence | N | n/a | Indefinitely |
| HEA Correspondence File | N | n/a | Indefinitely |
| Annual Financial Statements (audited) | N | n/a | Indefinitely |
| Legal Agreements  | N | n/a | 7 Years unless issue is ongoing |
| Legal Correspondence | May have  | Process Legal Issue | 7 Years after resolution of issue  |
| Documentation relating to court cases, litigation, arbitration, and disputes which have been settled or concluded | Y | To process related issue | 7 Years after resolution of issue. Indefinitely for Legal advice sought |
| Audit Committee Minutes | N | n/a | Indefinitely |
| Operational Programme and Budgets OPB File  | N | n/a | 7 Years recommended in line with Section 16 RTC Act 1992 |
| Actual OPB Document | N | n/a | Indefinitely |
| Insurance file \* | N - if A&I reports are separate | Process Insurance cover or claim | 7 Years  |
| \*Accident and Incident Reports | Y | Record accident or incident | 2 Years if no legal action is taken.  Retained by H&S Office 10 years. |
| Insurance policy - Motor | Y | Process Insurance cover or claim | 1 Year - If no incident or claim has been submitted. |
| Insurance policy - Business Travel | Y | Process Insurance cover or claim Nurture Africa | 1 Year - If no incident or claim has been submitted. |
| Insurance policy - Work Abroad | Y | Process Insurance cover or claim | 2 Year - If no incident or claim has been submitted. |
| Insurance policy - Placement claims | Y | Process Insurance claim | 7 years after the claim has been settled |
| Student Personal accident Claim | Y | Process Accident claim | 8 years after the claim has been settled |
| Staff Personal Accident Claims | Y | Process Accident Claim | 8 years after the claim has been settled |
| Internal audit reports  | N | n/a | 7 Years  |
| Capital Projects & Facilities Management Meeting Minutes | N | n/a | Indefinitely  |
| Hardship Fund Records | Y | Support documentation for student financial needs | 5 Years |
| General correspondence | May have  | Depends on the issue  | Retained in line with subject matter (Generally 3 years) |
| Audited Financial Statements & related records of CSS Ltd., Sports Co. Ltd  | N | n/a | 7 Years |
| All books and records in relation to research funding awarded and interim and final financial reports. | N | n/a | 7 Years |
| All books and records pertaining to ERDF Funding | N | n/a | 7 Years |
| Ethics in Public Office Forms | Y | Declaration to determine possible ethical conflict of interests | 15 Years as per legal requirement |
| Student Union Accounts | N | n/a | 7 Years |
| I.R. Files | Y | Address Industrial Relations issues | Overall Decision may be kept Indefinitely. Review on a case by case basis |
| EMT, Audit, and other minutes | N | n/a | To be reviewed by all who retain these minutes |
| Institute Risk Register | N |  | Version Controlled, and updated regularly |
| **INFORMATION AND DATA COMPLIANCE**  |
| Data Breach File (personal, non-personal) | Y | Record data breaches and actions. Correspondence with Supervisory Authority. | 7 Years |
| DP Training Records | Y  | Record of staff training and awareness | 7 Years |
| Data Access Request Documentation | Y | Limitation period for claim under DPA 2018. | 7 Years |
| Data Access Request Log | Y | Limitation period for claim under DPA 2018. | 7 Years |
| Data Access Breach Log and records | Y | Limitation period for claim under DPA 2018. | 7 Years |
| Data Protection Impact Assessments | N |  | 7 Years |
| Data Processing /sharing agreements | Y | Agreements in line with GDPR | Duration of agreement + 1 Year |
| Data Privacy notices, and Data Registers (records of processing activities) | Y | Agreements in line with GDPR | Updated on a regular basis. |
| FOI Request Records (including OIC correspondence where applicable) | Y | THEA FOI Network Meeting 13 October 2016 | Current + 3 years |
| FOI Request Logs | Y |  | 7 years |
| FOI Request Statistical Returns | N | Code of Practice for Public Bodies dated September 2015 (Section 48 Freedom of Information Act 2014) | Permanently |
| FOI Disclosure Log | N | Code of Practice for Public Bodies dated September 2015 (Section 48 Freedom of Information Act 2014) | Permanently |
| Publication Scheme | N |  | Updated on ongoing basis |
| FOI Training Records | Y |  | 7 years |
| Ombudsman Request Logs and investigations | May have | Statutory Limitation Period for the majority of potential claims which may be brought if the request is unsuccessful, together with a year to receive notice of the claim.  | 7 years |
| **BUILDINGS AND ESTATES** |
| Capital Projects Documentation including: Tender documentation, tender reports,  | Y | Determining tender outcome and proof of qualifications | Indefinitely (latent defect discovery) |
| Capital projects additional documentation - minutes of site meetings, contract correspondence,  | N  | n/a | Indefinitely (latent defect discovery) |
| Contract safety files | N | n/a | Indefinitely |
| Minor capital works (<€1m) | N | Determining tender outcome | Indefinitely |
| Permits to work records | Y | Control measure for hazardous work undertaken by external contractors | Indefinitely  |
| Energy Management Files | N | n/a | Indefinite |
| Staff Rosters (Cleaning & Caretakers) | Y | Creation of rota | 1 Year |
| Clamping - Correspondence regarding clamping appeals | Y | Process appeal | 1 Year |
| Maintenance requests and records | Y | To process request | Indefinitely |
| Final Drawings/Plans | N | n/a | Indefinitely |
| Requisitions, Quotations | N | n/a | 7 Years (Depends on project) |
| Signed minutes with relevant backup documentation | May Have | Depends on reason for minutes | Depends on reason for minutes - retention will be in line with similar retention in the Institute. |
| Fire Safety Certificates (FSC) | N | n/a | Indefinite |
| Fire Safety Register | Y | N/a | Indefinite |
| Disabled Access Certs (DAC) | N | n/a | Indefinite |
| Design Fees and contractor payment files | N | Process payment of fees | Indefinitely (part of main file) |
| Planning permission grants and associated applications and Appeals, all relevant associated correspondence and documents | N | n/a | Indefinitely |
| Contract Documents and conditions of agreement | N | n/a | Indefinitely |
| Contractor safety documentation, permit to work docs | Y | Permit for carrying out work | Indefinitely |
| PROPERTY - Land Maps | N | n/a | Indefinitely |
| Incident Reports | Y | Process incident report details | Indefinitely |
| Staff Time in lieu/flexitime Sheets | Y | Payment of wages | Until payment has processed. Payroll retain original for 7 Years. Estates holds copy for 12 months |
| Staff Rosters (Cleaning & Caretaking) | Y | Creation of Rotas | Indefinitely |
| Protective clothing register | Y | Record employee protective clothing | Indefinitely |
| Parking Monitoring Company | Y | Issue parking permits to staff and students | While registered as student or staff member. |
| Key Request form | Y | Distribution of keys | Until key is returned. |
| Office accommodation audit | N | n/a | Indefinitely |
| **FACULTY –** elements of this list are Faculty specific |
| Agresso Orders and Quotes | N | n/a  | Indefinitely on Agresso. 1 Year (Faculty) |
| Appeal Documentation | Y | Process appeal request | Outcome notification 1 Year, Main copy held in Registry Dept. |
| Applications for Repeat and Attend; Qualifier Exams | Y | Process student registration | Details on SRS indefinite. 13 Months Faculty, Qualifier Results held indefinitely, Applications held one academic year |
| Applications for Exemptions, Deferrals, Exit Awards, internal Transfer. | Y | Process student registration status | Outcome held 1 Year, Original retained in Registry (Indefinitely) |
| Single Subject Exemptions | Y | Process exemption request | For duration of the programme of study. |
| Attendance Record sheet | Y | Check attendance | Academic Year |
| Register of Placements Providers | Y | Enable placement | Indefinitely - update regularly |
| Bank A/c Details (student/staff) | Y | Process payments | Finance main repository, for processing plus 1 Month. |
| SRS (Banner) - reports generated | Y | Class lists/Students with Holds, etc., | Until purpose is complete. Class lists run from a separate report generator. Limited personal data. |
| Broadsheets | Y | Record final exam results | Indefinitely |
| Change of exam result form | Y | Follow up from appeal or query | Held in Exams/Outcome is held indefinitely as back up to result |
| Class Lists  | Y | Lecturer to know who is in class/timetabling | 13 Months |
| Class rep minutes | N | Process student issues | 7 Years |
| Extern Examiner report | N | n/a  | 5 Years (Held in Registrars Office also) |
| Composite Gradebook sheets | Y | Record individual results to calculate overall result | Recommended 13 Months but up to 5 Years when not recorded on the SRMS system. |
| Continuous Assessment  | Y | Record CA results towards final result | 13 Months except in the case of programme accreditation where a 5 year retention period applies. |
| Part-time hours claims (staff/student) | Y | Input to CORE for payments; Pension back up | End of academic year (August) |
| General Correspondence | Y | Various purposes | In line with subject matter retention unless further action is required or litigation |
| Course board minutes | N | n/a  | 7 Years |
| Course submission documents | N | n/a  | Indefinitely |
| CRN Reports - incl. lecturer assigned | Y | Record lecturer assigned to each programme | Indefinitely on SRS plus one year on Shared Drive |
| Database of HSE staff partners | Y | Essential collaboration between HSE/AIT | Updated regularly  |
| Database of secondary school students | Y | Science Week registration | Academic Year |
| Diary/Notebook | Y | Various purposes | Six months after completed |
| Elective forms and Survey | Y | Record and register elective choice for students  | Academic Year |
| Emails re student issues/attendance | Y | To identify and resolve issues | 4 years unless further action is required. |
| Ethics applications | Y | Submit to Ethics | Indefinitely (sensitive data to be removed/anonymised).Some applications may be referred to AIT Ethics Committee. |
| Claim forms (correction/expense)  | Y | To process payments due  | Held in Payroll (Retention period is 7 years); While processing in Faculty plus one month. |
| Honorarium list (record of person only) | Y | Present Honorarium | 1 Year  |
| Exam Papers | N | n/a  | Library (Papers online)Soft copy retained for professional body accreditation – generally 5 years. |
| Exam Solutions | N | n/a  | 1 Year |
| Exam scripts/Continuous assessment | Y | To assess performance and learning outcomes for course completion | 13 Months (Academic Year plus one month) |
| Extension forms (Missed Assessment) | Y | Record missed assessments | 1 Year – end of academic year. |
| External Consultation on Course Development | N | n/a  | Indefinitely  |
| Additional short course registration/details | Y | To register, deliver, and award students on short and additional courses.  | Academic Year - if held on SRS, otherwise 1 year after programme is completed and results have issued. Results retained permanently. Indefinitely on SRS |
| Faculty Minutes | N |  | 7 Years |
| Faculty staff report for Programme Review | Y | HoD to process statistics and submissions (can included staff C.V.s)  | Indefinitely.   |
| Faculty staff report for Budget Assessment | Y | Faculty Staff Report (Staff id, Cost Centre, grade, date joined, pay scale & description) - required by the Dean for reporting purposes and document submissions | When purpose is complete. This data is password protected with restricted access. |
| Financial/Budgetary information | N | n/a  | 7 Years |
| Graduation letters to Sponsors/Award recipient | Y | To get sponsorship for and present awards at conferring | 1 Year.  Name on Graduation Booklet (indefinitely) |
| List of graduates annual | Y | To check and ensure that all student eligible to graduate are included for invitation and conferring | 1 Year |
| Student with Holds on accounts (email only) | Y | To release exam results on digitary.  | Until purpose for having hold information is actioned. |
| Medical Certificates | Y | Various purposes, including exam deferral request, in-class concession, etc.,) | 1 Year unless further action is required or litigation is anticipated / pending |
| Minutes of student meetings | Y | Record meetings with Dean/HoD to deal with issues arising | 7 years unless further action is required. |
| Programmatic Review document | N | n/a  | 7 Years or Indefinitely |
| Non Pay Budget details (DoF) | N | n/a  | 7 Years |
| Passport Information | Y | Booking trip, and back-up while staff/students are abroad | Until Trip is over |
| Progression forms (e.g. Common first year groups) | Y | To process progression | 1 Year |
| Students with disability emails (Lecturing Staff only) | Y | To provide necessary accommodations | Academic Year |
| Research student reports and allocated staff | Y | Assist with completion of the research project | 2007-2013 (retain until 2022); 2014-2020 (retain until 2029), etc. |
| Transcript and academic record request | Y | Deal with request from students/graduates | Until processed + 3 months |
| School Publications | N | n/a  | Indefinitely |
| Health Screening Form (HTL) | Y | Necessary for Sport programmes | End of course (update and destroy/delete older form when necessary) |
| Staff Applications for professional Development, incl. C.V's | Y | To process additional training/further education application | Held in HR. |
| Conference application | Y | Process attendance for work conferences | Until completed and attendance record recorded. |
| Staff Lists and contact details | Y | Keep staff informed | For duration of relevant employment. Deleted 13 months after employment ceases |
| Team building photos | Y | Consent based | Indefinitely - with consent only |
| Visa & Application for Non-EU. | Y | Back up information in case of query during the event/travel | Until end of event/travel |
| Receipts | Y | Process payments | Kept in file in Office for two years |
| Sponsorship forms | Y | Process registration of sponsored students | Kept in file in Office for two years |
| Application forms (**Ref:** Faculty of Continuing, Professional, Distance / Online Learning (CPDOL)) | Y | Process student registration status | Soft copy stored on Database and Banner (indefinitely) - Hard copy stored in files Duration of Programme + 1 Year  |
| Application forms section with payment (**Ref:** CPDOL) | Y | Process student registration status | Until all payments have been processed |
| "Placement (Bar Supervision Year 1 BA Hotel & Leisure Management Year 2 BA (Hons) Hotel & Leisure Management year 2 (From Summer 2020) " | Y | Administer placement module of students | Until Placement is completed and results issue |
| **FINANCE**  |
| Audit files as prepared for the comptroller and auditor general | N | Statutory Audit requirement | Hard Copy 7 YearsElectronic - Indefinitely |
| Budget - Annual Programme & Budgets | Y | Statutory requirement | 7 Years (hard copy) Personal Data removed after 3 years Anonymised Soft Copy (Indefinite) |
| Unit Costing File | N | Part of Financial process of the Institute  | 7 Years (hard copy) Personal Data removed after 3 years Anonymised Soft Copy (Indefinite) |
| Interim and final financial reports submitted to awarding bodies | Y | Part of Financial process of the Institute | 7 Years |
| Miscellaneous Internal budget reports (pay and non-pay) | N | Part of Financial process of the Institute | 3 Years |
| Non Pay Budget details | N | Part of Financial process of the Institute | 3 Years |
| Quarterly prompt payment reports to Department of finance | N | Part of Financial process of the Institute | 7 Years |
| All financial claims as regards the nursing course to the Dept of Health | Y | Part of Financial process of the Institute | 7 Years (hard copy) Personal Data removed after 3 years Anonymised Soft Copy (Indefinite) |
| Copies of financial procedures | N | Part of Financial process of the Institute | Indefinitely |
| Correspondence from Dept of Education re all E.F.T transfers | N | Part of Financial process of the Institute | 7 Years |
| Files on all capital projects.  | N | Part of Financial process of the Institute | Indefinitely |
| Bank correspondence / Reconciliation records / Statements / Deposit Interest Certs | N |  | 7 Years |
| Student / Staff Refund payment totals | N |  | 7 Years |
| Financial reports for student assistance and disability reports. | Y | Part of the funding process. | 2007-2013 held until 2022; 2014-2020 - held until 2029 |
| Student Assistance Payments | Y | Part of Financial process of the Institute | 2007-2013 held until 2022; 2014-2020 - held until 2029 |
| All financial documentation with regard to Clubs & Societies (Also Section 2.). Capitation Files | Y | Part of Financial process of the Institute | 7 Years (hard copy) Personal Data removed after 3 years Anonymised Soft Copy (Indefinitely) |
| Fixed asset files | N |  | Permanently |
| Completed G.R.N.S., delivery dockets, and Fixed Asset books | N |  | 1 Year |
| Receipt Books | Y | Record payment | 2 Years |
| Creditors Reconciliation | Y | Part of Financial process of the Institute | 3 Year |
| Monthly creditors statements | N |  | 1 Year When Audit Is Complete |
| Purchase invoices. Paid and unpaid (paid are filed per payment run) | N |  | Funding Stream Duration EU Project7 Years Other |
| Creditors Details | Y (Business) | Part of Financial process of the Institute | Indefinitely |
| Prompt payment weekly interest calculations | Y | Part of Financial process of the Institute | 7 Years |
| Copies of S891B | N |  | 7 Years |
| Copies of Vat 3 returns, withholding tax returns and subcontractors returns. | N |  | 7 Years |
| European Regional Dev Funds received from Dept of Ed & Sc | N |  | Up to 25 Years. Based on HEA direction on Funding stream dates. See footnote.[[1]](#endnote-1)  |
| All books and records in relation to research funding awarded and interim and final financial reports. | N |  | 7 Years |
| All books and records pertaining to certain specified (by Funding Authority) research and other funding that is ERDF & ESF Co-Funded  | N |  | Indefinitely |
| Audited Financial Statements & related records of CSS Ltd., Sports Co. Ltd. | Y |  | 7 Years (hard copy) Personal Data removed after 3 years Anonymised Soft Copy (Indefinitely) |
| Invoices related to CSS Ltd., Sports Co. Ltd. | N |  | 7 Years |
| Expense Claim forms | Y | Part of Financial process of the Institute | 7 Years |
| External Consultant/Examiners Claim Forms | Y | Process payment | 7 Years  |
| Guest lecturers Payment | Y | Process payment  | 7 Years |
| Pay Scales | N |  | Indefinitely |
| All payroll reports for weekly, monthly and part-time staff.  | Y | Part of Financial process of the Institute | Indefinitely on CORE system. Restricted access Drive.Hard Copy - 7 Years |
| Deduction forms for staff including monthly list of deductions paid over | Y | Part of Financial process of the Institute | 7 Years |
| Memos from personnel for payroll calculations | Y | Process payment | 7 Years |
| Copy payslips | Y | Statutory requirement | As Required By Inspector Of Taxes. Retained in Electronic format only. |
| P35, P45 | Y | Statutory requirement | Pre-2019 retained for 7 years |
| P35s and P30s and P60s | Y | Statutory requirement | Pre-2019 retained for 7 years |
| Part-time Claim Form | Y | Process payment | 7 Years |
| Post Graduate Payments | Y | Process payment | Based on HEA direction on Funding stream dates.  |
| **HEALTH AND SAFETY**  |
| Accident investigations notes and information on corrective actions. | Y | Record H&S implementation process for incident reports | Min 10 Years legal obligation. Indefinitely |
| Accident reports and legal claims | Y | Process incident report details | Min 10 Years legal obligation. Indefinitely |
| CCTV Incident Coverage | Y | Evidence for accident report/Legal claims | Indefinitely |
| Details of 1st Aid box contents | N |  | Annual replenishment results retained for 1 Year.Record of annual audit retained indefinitely. |
| Critical Incident management plans & responses | N | N/a | Relevant information retained Indefinitely |
| Ergonomic reports | Y | Determine staff workspace issues | For duration of employment. Also retained by staff member line manager. |
| Personal Protection Equipment details | Y | Record safety equipment supplied to staff | For duration of employment plus 7 years. |
| Risk assessments | N | N/a | Retention determined on a case by case basis |
| Safety Audits | N | N/a | Indefinitely |
| Safety guidance notes,  | N | N/a | Indefinitely (updated regularly in line with other H&S practices) |
| Safety statement and related updates.  | N | N/a | Indefinitely (updated regularly) |
| Training records | Y | Record staff safety training | For duration of employment plus 7 years. |
| **INTERNATIONAL**  |
| Erasmus Students Applications | Y | Accommodate students on Erasmus Programme | 13 Months  |
| European Union Programmes such as Socrates and Leonardo | N | n/a | As per retention period specified for programme. |
| Final Transcripts | Y | Results for students for Job/further study applications | Until Posted to student |
| Financial agreements for ERASMUS programmes  | N | n/a | N/a |
| General Correspondence | Y | Various | Depends on Content |
| International and European office direction and control | N | n/a | 5 Years |
| List of Registered students (outside of Banner SRS) | Y | Check list/Processing applications | 13 Months |
| Lists of Registered Students | Y | Check list/Processing applications | 13 Months Hard copy |
| Parchments | Y | Proof of Conferring | Until Posted to student |
| Reference Request | Y | Results for students for Job/further study applications | Until processed |
| Registration/ Application forms for registration PG  | Y | Application for Post Graduate programmes | 13 Months |
| Staff Hours | Y | Wage Payment | 7 Years (In Payroll) Until payment has processed (Intl Office) |
| Staff Visa application | Y | Assist with application process for staff lecturing on programmes outside EU | Until end of travel |
| Work Experience staff documentation | Y | Required for work experience | 13 Months |
| **LIBRARY** |
| Book Records | N | n/a | Updated on on-going basis |
| Financial Reports  | N | n/a | 2 years in Library. Finance 7 Years |
| Borrowing Records | Y | To process loan applications | 2 years following the cessation of the student on a course/the cessation of employment of a staff member |
| Electronic Publications | N | n/a | Updated on on-going basis |
| Examination papers (held in the Library) | Y | Student Revision | Permanently (Archive) |
| Room Booking Records | Y | To book room and for statistics | One academic year - statistics retained indefinitely |
| Records of External Members/Paper Application | Y | Register as library user | 2 Years |
| Library Holds | Y | Process late payment | Until paid or waived |
| Staff Hours  | Y | Wage payment | Held in Payroll 7 years. Held in Library until payment is processed |
| Interlibrary Loan Requests | N | Request books | One academic year |
| Student Thesis | Y | Library loan system | Indefinitely. |
| **COMMUNICATIONS AND MARKETING** |
| Promotional literature - prospectuses, brochures, magazines | Y - Photographs | N/a | Indefinitely |
| Promotional literature produced by Irish and international HEIs | No | N/a | Indefinitely |
| Government and sectoral reports | No | N/a | Indefinitely |
| Media monitoring of AIT | Yes | Event coverage and reporting | Indefinitely |
| Data regarding feeder schools | Yes | Provide prospective students with relevant AIT information | Personal Data 6 MonthsStatistics - Indefinitely |
| Institute Annual Reports | No | N/a | N/a |
| Summer School Events | Yes | Run summer Design Technology, Innovation Programmes over for TY / 5th Year students. | 2 Years |
| Website  | Yes - Photographs/names | Public forum for providing AIT information | Updated regularly on request |
| Higher Options Student detail capture | Yes | Contact re: Open days | Up to 3 Years |
| Eventbrite Event Registration | Email address | Registering for AIT Events  | Until Event is complete. Clear down or registrations annually |
| Digital Photography Archive | Photographs, Names, | Archiving photographs, Institute publications | Indefinitely  |
| **PRESIDENT** |
| Governing Body Meeting Minutes | Y | Approve employment status | Indefinitely |
| Governing Body correspondence | Y | Approve employment status & Personal queries  | Indefinitely |
| General correspondence | Depends on correspondence | Depends on Correspondence | 5 Years |
| Bereavement Correspondence | Y | Contact re: bereavement | 12 Months  |
| Staff Details - External Work application | Y | Record additional work as per legislation | 12 Months  |
| Reference Requests | Y | Provide reference | 12 Months  |
| Visiting Research Fellow | Y | Accommodate visit | Term + 12 Months |
| EMT Minutes | N | n/a | Indefinitely |
| OMT Minutes | N | n/a | Indefinitely |
| Research Minutes | N | n/a | Indefinitely |
| TGP Minutes | N | n/a | Indefinitely |
| AIT SportsCo Board Minutes | N | n/a | Indefinitely |
| CSS Board Minutes | N | n/a | Indefinitely |
| H&S Minutes | N | n/a | Indefinitely |
| HEA Minutes | N | n/a | Indefinitely |
| TDs/Senators/Ministers Correspondence | Y | Depends on Correspondence | 5 Years |
| Strategic Plans | N | n/a | Indefinitely |
| Circular letters and Government Reports  | N | n/a | Indefinitely |
| Academic Council Election documentation | Y | Process election of council members | 6 Months |
| Invitations – general | N | n/a | 12 Months |
| Athena Swan documents, surveys | N | Survey data is anonymised | Version Controlled, updated regularly. |
| Action Plans – General | N |  | Version Controlled, updated regularly. |
| **ACADEMIC AFFAIRS AND REGISTRAR** |
| General Information Files containing a wide range of materials pertinent to the operation and interest of the Registrar's office | Y | Ensure correct contact details  | 3 Years |
| Minutes of Meetings | Y | Name of attendees | Indefinitely |
| New course approvals, process and reports |  | Not sure if lecturer names & CV is included  | Indefinitely |
| Circular letters and Government Reports  | N | N/a | Indefinitely |
| External examiners reports, lists of contracts, reports, payments, etc. | Y | To identify extern, ensure payment goes to correct extern | 5 Years |
| Documents and correspondence relating to litigation or disputes which have been completed or settled  | Y | To identify student | 5 years |
| Prospectus, Student Handbooks, Graduation Booklets | Y | Grad Book - student names with programme of study  | Indefinitely |
| Disciplinary Issues (Student Charter) | Y | To identify student | 5 years |
| Policy Statements | N | N/a | Until updated |
| Programmatic Review Documents/Institutional Reviews | Maybe | Lecturer names are attached to programmes & CVs if included | 20 years  |
| Signed minutes of meetings and backup material of Academic Council meetings, details of its sub committees and working groups. | Y | Names of attendees, Extern names, email, addresses to verify externs etc. | Indefinitely |
| General correspondence | Y | Names/ Addresses/email/ phone no. - validate recipient | In line with Retention period for subject matter |
| Exam Breach Hearing related documentation | Y | Process Exam Breach Hearing | 5 yearsIf it is a type of breach which is a matter of public importance, or subject to litigation, it may be necessary to keep these records longer. |
| Appointment of Externs  | Y | Appointment of Externs  | 6 Years (minimum – but if extension of 1 further yr. given to extern, then retained for 7 years in total) |
| Disciplinary Case | Y | Disciplinary Case | 5 Years |
| Internal Transfer | Y | Internal Transfer | Duration of programme plus one year |
| **REGISTRY –** Admissions; Registration; Exams; Fees and Grants; Timetabling; I.D. Cards. |
| ACS Module Selection | Yes | Process student module selection | duration of programme |
| Advanced Entry Application | Yes | Process registration application | 1 Year  |
| CAO Applications Processing | Yes | Process registration application | Retained by CAO as of 2006 |
| DARE / HEAR CAO Application  | Yes | Application retained by CAO | DARE supported database. No Retention by AIT |
| Deferral Requests | Yes | Process Deferrals | 1 Year |
| Direct Applications - (not recommended) + (recommended but not registered) | Yes | Process registration application/non registered | 1 Year  |
| Direct Applications - (registered) | Yes | Process registration application | Duration of programme  |
| Elite Sportsperson Application | Yes | Process registration application | 1 year |
| Student Registration details (electronic version) | Yes | Process registration application | Indefinitely |
| Card office file share | Yes | Process ID Cards | As long as data is active + 1 YearFinancial data – 7 years |
| Facility Pro Emails | Yes | Process Requests | Financial record retention of 7 Years |
| Salto emails / Salto Files | Yes | Process access requestRecord of Access | Duration of student on course. Contractors’ time expired. Staff indefinitely.Request for door restriction kept indefinitely |
| Put money on ID card, process payments | Yes | Process request  | Financial record - 7 years |
| Refund Money to ID card | Yes | Refund Processing | Financial record - 7 years |
| Core Access to the Institute. Used to print all ID Cards | Yes | Printing of ID cards | Indefinitely on Database |
| Allow access to specific Salto locks | Yes | Administer security access | Duration of student on course. Contractors’ time expired. Staff indefinitely.Request for door restriction kept indefinitely |
| App for refund of exam fees | Yes | Process Refund | Hard copy in Exams (one year). Finance hold record for Seven years from date of payment |
| Apprentice registration | Yes | Register students | Indefinitely |
| Breach Documentation (Exams Office) | Yes | Process Breach | Recommend duration of Programme plus 1 year |
| Results Broadsheets | Yes | Result record | Permanently   |
| Exam attendance sheets | Yes | Record attendance | 13 Months |
| Examination Appeal documentation | Yes | Process Appeal Request | 2 Years |
| Examination Entry Forms | Yes | Process applications | 13 Months |
| Examination Papers | No | Exam preparation | Permanently on Library system. Until exams have taken place (Exams) |
| Invigilator correspondence | Yes | Depends on Correspondence | 3 years |
| CID Invigilator Pay Claim  | Yes | Process payment | Hard copy in Exams office until sent to payroll |
| Lecturer contact details | Yes | Contact lecturers | Duration of examination |
| Progress & carry applications | Yes | Process applications | Hard copy 1 year. Indefinitely on Student Record system |
| Request for Parchment  | Yes | Process request | 6 months for duplicate parchment request and requests to release parchments |
| Request for transcript | Yes | Process request | until processed  |
| Exam requests | Yes | Process request | duration of examination |
| Student medical certs | Yes | Absence backup until end of academic year.  August exam certs held until January. | Forward to Faculty – not retained in Exams |
| Exam Scheduler | Yes | Schedule exams | Indefinitely |
| Application to study by ACS | Yes | Register students | duration of programme |
| Fee Claim | Yes | Process Claim | permanently |
| Fee Declaration form | Yes | Record previous relevant fee history | duration of programme |
| Refund Processing | Yes | Process refund | academic year |
| Repeat & Attend Application | Yes | Register students | 2 academic years |
| Student finance query | Yes | Check re Finance status | academic year |
| Student Grant application to file | Yes | Record of grant applications/approvals | 7 Years |
| Waive of Fee Application | Yes | Process waive of fee  | duration of programme or reasonable academic life time of student |
| List of Graduates | Yes | Confer students | Permanently |
| Conferring ceremony payment file | Yes | Process in absentia payments | Permanently |
| Change of address form | Yes | Update student details | 3 years |
| Change of name  | Yes | Update student details | 3 years |
| Purchase Orders | NO | n/a | Indefinitely on record system. |
| Student registration | Yes | Update student details | Permanently |
| Withdrawal application | Yes | Withdraw students from programme | Permanently on SRMS |
| Development of Timetables | Yes | Schedule programmes | Soft copies 1 Year |
| Timetables Change Requests (Email) | Yes | Update timetables | 1 Year |
| **RESEARCH -** STUDENTS |
| Application to register on Masters by research/PhD programmes | Yes | Process registration applications | Duration of programme + 3 Years |
| Registration Forms (discontinued in 2018) | Yes | Process registration application | Duration of programme + 3 Years |
| Application to transfer to PhD | Yes | Process registration application | Duration of programme + 3 Years |
| Intention to Present Forms and examiner's CVs | NoCV’s Yes | Approval of examiners | Forms: 1 Year after GraduationC.V’s 7 years |
| Examiner Reports | Yes | Recommendations for Award | 1 Year after graduation |
| Broadsheets | Yes | Result record | Permanently |
| Student medical certs | Yes | Absence backup | Duration of programme |
| Funding set-up form for Banner | Yes | Record of funding approved | Duration of programme |
| List of students | Yes | Record of student | 1 year |
| List of Graduates | Yes | conferred students | Permanently |
| Exit Forms | Yes | Exit duties | 3 years |
| Meetings to approve applications, progression, and progress | Minutes PRG of Meetings | Meetings to approve applications, progression, and progress | 3 years |
| Progression Reports | Yes | Monitoring progress | Duration of Programme  |
| **SPORTS DEPARTMENT** |
| Information regarding active sports clubs | YES  | Check registration | Updated regularly |
| Funding and expenditure | NO | N/A |  2 Years |
| Budget Capitation forms | NO | N/A | 7 years in Finance |
| Sports Scholarship information – criteria, blank application forms, funding of scholarships | NO | N/A | Updated regularly |
| Sports Scholarship information – information on existing scholarship recipients, completed application forms | YES | Determine Scholarship decision | Duration of Programme |
| Membership Documentation - membership forms; | YES | Join AIT Club | Duration of Membership |
| Staff claim sheets | YES | Payment of wages | Original to Payroll. Copy held for 1 Year for Internal Audit |
| Finance Documentation - Cash Control Sheets; Invoice Records, Card reader receipts | NO | N/A | 7 Years (Finance section) |
| Fitness monitoring system documentation | YES | Assess and monitor fitness | Duration of membership or One year - depending on consent received. |
| Accident Report Forms | YES |  Reporting Incidents | In conjunction with H&S – 10 Years |
| Social Media Apps – e.g. WhatsApp. | YES | Information sharing in relation to sports activity | Messages deleted at the end of Academic year. Participation is by consent. |
| Photographs/Videos at events | YES | Promote events |  As per consent received.  |
| Scholarship database for exam performance | YES | To determine if students have successfully completed exams | 1 Academic Year |
| Insurance Claim Forms | Y |   | See VP Corporate and Financial section. 1 year in Sports office |
| Health Screening Form | Y | Identify health issues - protection of data subject | 1 Year |
| General Correspondence | Y | Depends on correspondence | Depends on correspondence |
| Pool room key, and equipment, signature sheet | Y | Provide access to the pool room, and equipment loan facility. | One week |
| Student absenteeism form | Y | Verify reason for student absence from class | Given to Faculty |
| DVDs of matches; CDs with photographs. | Y | Archiving purposes | Indefinite |
| **COMMERCIAL SUBSIDARIES – FACILITIES HIRE**  |
| Information regarding active sports clubs, participants, coaches | Y | Phone numbers of coaches and people running various groups. Some personal addresses stored for invoicing | For duration of Membership. Personal data removed **six** months after membership ends and all accounts have been finalised.Club address and contact details retained until updated. |
| Funding and expenditure | N | n/a | 7 Years |
| Sports Scholarship information – criteria, application forms, updated information on existing scholarship recipients, funding of scholarships | Y | To make a scholarship repayment | Held in Finance 7 Years. |
| Use/hire of facilities (pitches, AstroTurf, running track) | Y | Phone numbers and addresses for invoicing clubs (Sometimes the address can be their own personal address for invoicing) | For duration of Hire. Personal data removed **one year** after last booking made and accounts finalised.Club address and contact details retained until updated. |
| Membership Documentation - membership forms; usage records, physical activity questionnaires | Y | All stored on record management system as part of the sign-up process | For duration of Membership. Personal data removed **six** months after membership ends and all accounts have been finalised. |
| Client Documentation - Client personal details; client usage records. |   | All stored on record management system as part of the sign-up process | For duration of Membership. Personal data removed **six** months after membership ends and all accounts have been finalised. |
| Maintenance/Cleaning Records - Staff cleaning/maintenance records, contract cleaning records. | N | n/a | 5 Years |
| Staffing Documentation - Staff Log Records; Rosters and sign in records; staff holiday request forms. | Y | Part-Time Staff holiday requests are saved on the arena drive. Staff registration forms are given to the HR department and not stored anywhere but Sports Co.  | 5 years for payroll purposes.  |
| Summer Camp Documentation - Registration Forms, Staff Log Sheets, Attendance Documentation. | Y | Medical forms accepted by hand and email. Registration for camp completed online through clear bookings | For duration of Registration. Personal data removed from clear bookings **one year** after last booking made and accounts finalised. |
| Finance Documentation - Cash Control Sheets; Invoice Records | N |   | 5 Years |
| **STUDENT RESOURCE CENTRE** |
| 1916 Bursary | Yes | Process application for funding assistance. | 7 Years |
| Access Course (includes College of Sanctuary applications) | Yes | Shortlisting applications for Access Course | 13 Months |
| SAF Applications | Yes | Process application for funding assistance | 2007-2013 held until 2022; 2014-2020 - held until 2029 |
| PASS programme | Yes  | Process applications, monitor and coordinate practice, and assess Leaders | 5 YearsStatistical data anonymised |
| Graduates' personal information Including name, address, date of birth, places of employment, type of employment, etc. | YES | Alumni | Consent based collection of data. All data protection rights apply. |
| C.V's | YES | Job applications | Max 1 year if requested (Electronic) Hard copy not retained. |
| Careers booking system/Careers connect | YES | Provide careers information to students | Academic Year |
| Employer database – list of employers who contact the Careers Service with job opportunities for graduates | NO - COMPANY DETAILS | Maintain up to date list of employers for the benefit of students and employers | Updated continuously |
| Employer Event | YES | Employers book space in the event  | Used to update database of employers |
| First destination statistics of graduates (Pseudonymised) Graduate Survey | YES | Record statistics for information and improvement of the process | Indefinitely |
| Garda Vetting | Yes | Garda vetting required for students (undergrad and postgrad) going on placement who will have access to children and vulnerable adults per  | Data retained for +1 year post qualification only.Children and Vulnerable Person Act 2012-2016). Vetting also required for staff and managed through the HR Dept. |
| Placements | yes | Student data relating to placement in host organisations as part of course requirementsHost organisation contact information | Social Care and Early Years - +1 year post graduation, per CORUVet Nursing – 7 years post-graduation, per Veterinary Council of IrelandHost organisation data regularly updated and retained where repeat placements offered over time |
| Personal Statements | YES | Used for UCAS and other similar requirements | Max 1 year (Electronic) Hard copy not retained. |
| Confidential counselling student records, case notes, assessment reports and recommendations. | YES | To provide service to clients | 7 years except in the case of litigation. |
| CORENET | YES | Student Medical record system | 7 Years except in the case of litigation |
| Intern counsellors | YES | Take on Intern on work placement. Assist in counselling provision. | 7 Years after intern finishes |
| Reports/Statistics | No | n/a | Indefinite |
| Sessional Counsellors Hours | YES | Payment of wages | 7 Years in payroll |
| Student records | YES | Emergency Contact Details | 7 Years except in the case of litigation |
| Yellow Schedule | YES | Record appointments, SMS reminders, Book appointments | 7 Years except in the case of litigation |
| DARE / HEAR supporting documentation | Yes | Backup for DARE application | Until advised by the HEA – min 8 Years |
| Statistics on students with specific requirements. | NO |  | Indefinitely |
| Annual report on disability service | NO |  | Indefinitely |
| Confidential information on students with specific requirements. | YES | Necessary processing of student data to provide a service to the students and for record of Fund administration | FSD Funding 8 Years after funding period ends |
| Financial statistics | NO |  | Indefinitely |
| General correspondence | YES | Correspond with students, providers and other sections of the Institute | Determined by content |
| Invoices for support payment | YES | Pay Agency for services provided | FSD Funding 8 Years after funding period ends |
| Note taker Agency  | YES | Providing note-takers for Students with specific requirements | FSD Funding 8 Years after funding period ends |
| Note takers | YES | Employment as student assistants and for record of Fund administration | FSD Funding 8 Years after funding period ends |
| Note takers claim sheets | YES | Ensure payment is made and for record of Fund administration | FSD Funding 8 Years after funding period ends |
| Records on funding from the DOES | NO | N/A | Indefinitely |
| Staff claim sheets | YES | Ensure payment is made and for record of Fund administration | FSD Funding 8 Years after funding period ends |
| Summer Camp | YES | Run a summer camp for students with disabilities | Until camp is over |
| Taxi Service | YES | Correspond with providers of the Taxi Service for students and for record of Fund administration | FSD Funding 8 Years after funding period ends |
| Anonymised Stats/Reports | NO | Maintain Statistics for information and improving the system | 8 years |
| Bills/Invoices | NO | Record of bills/invoices | 8 years |
| Equipment maintenance logs, records of service inspections | NO | Audit maintenance and service  | 8 years |
| Incident Report Forms | YES | Report H&S incidents | 8 Years after last contact or Indefinitely in the event of litigation |
| Patient Healthcare Record | YES  | Maintain Healthcare record | As per Medical Records Retention Policy 2018 |
| Patient Prescriptions | YES | Record of prescriptions written for patients | 8 Years after last contact or Indefinitely in the event of litigation |
| Student Health Centre PPPG’s (Policies, Procedures, Protocols, Guidelines) | NO | Student Health Centre PPPG’s (Policies, Procedures, Protocols, Guidelines) | 8 years |
| Allocations to clubs/societies | NO | N/A | 7 Years |
| Bank statements, lodgement books, cheque book stubs etc., | NO | n/a | 7 Years |
| Capitation fund records which are stored in the archive each year.  | No | n/a | 7 Years |
| Income and expenditure records | NO | n/a | 7 Years |
| SAF Payments | YES | Fund allocation payments | Duration of Funding stream as dictated by HEA. (Bank details retained in Finance only) |
| Student Insurance Claims | YES | Sports office insurance claims | Seven Years (Bank details retained in Finance only) |
| Student Refunds | YES | Refund students who have paid medical costs/expenses. | Seven Years (Bank details retained in Finance only) |
| Text Messaging system | Yes | Contact patients re: appointment / details | 2 Year maximum |
| **HUMAN RESOURCES**  |
| Official Contract/Offer letter | Y | For calculating pension entitlements at retirement and for potential queries | Employment duration+ 1 year after all pension entitlements have ceased (pensionable employees). Employment duration only (non-pensionable employees) |
| Employee service file | y | For calculating pension entitlements at retirement and for potential queries | Employment duration + 1 year after all pension entitlements have ceased |
| Correspondence | Y | To establish prior service/to advise entitlements | Employment Duration |
| Legal Correspondence | Y | For calculating pension entitlements at retirement and for potential queries | Employment duration + 1 year after all pension entitlements have ceased |
| Notification to PMG's office | Y | For calculating pension entitlements at retirement and for potential queries | Employment duration + 1 year after all pension entitlements have ceased |
| Sick certs / Sick Leave letters | Y | For calculating pensions or specific queries | 4 years from date of document |
| Calculation of sick leave for employees | Y | For calculating pensions or specific queries | 1 Year from date of issue |
| Medical appointments Documentation (Full Day) | Y | For audit purposes | 4 years from date of issue |
| Medical appointment Documentation (Part Day) | Y | For audit purposes | After dept. monthly check |
| OHP Correspondence/Reports | Y | For future reference | Employment Duration |
| Confirmation form and documents relating to parental leave /birth certificates of children | Y | For calculating pensions or specific queries | Employment durationReceipt of birth cert recorded on Record system. Hard copy not retained. |
| Unpaid Leave / Workshare forms / AL Calculations | Y | Annual Leave calculations | Employment duration |
| Correspondence/Birth cert/Paternity leave PB2 Forms | Y | To confirm paternity leave | For duration of paternity leaveReceipt of birth cert recorded on Record system. Hard copy not retained. |
| Paternity Application Form/Paternity Leave PB2/Birth Cert | Y | As per Paternity Leave Act requirement for inspections | For 8 Years |
| Force Majeure Forms | Y | To advise current balance | for 3 year period |
| Maternity Leave | Y | For confirmation of dates as advised by employee | For duration of maternity leave |
| Social welfare forms | Y | In case of query from Social Protection/Employee | 2 months |
| Annual leave emails to carryover leave/Reports for Financial Calculation | Y | To provide detail of same to employee | 1 Year |
| Calculations of hours worked from 2007 to date (CID Invigilators) | Y | For calculating pension entitlements at retirement and for potential queries | Employment duration + 1 year after all pension entitlements have ceased |
| Back up to Institute Business/Training leave | Y | To advise queries | After dept. monthly check |
| PDC Training and Development | Y | Information is specific to the person | Employment duration  |
| Progression/Incremental Credit | Y | Information is specific to the person | Employment duration |
| Probation Reports | Y | Information is specific to the person | Employment duration |
| Medical Reports/Declaration of Health Form | Y | Information is specific to the person | Employment duration |
| IP Forms | Y | Information is specific to the person | Employment duration |
| External Work |   | Information is specific to the person | Employment Duration |
| Qualifications | Y | Information is specific to the person | Employment duration  |
| References | Y | Information is specific to the person | Record Verification & shred |
| Pay path form | Y | Information is specific to the person | For one month |
| Birth Cert hard copy | Y | Information is specific to the person. Electronic version may be retained for the duration of employment. | Receipt of birth cert recorded on Record system. Hard copy not retained. |
| Personal Details verification | Y | Information is specific to the person | Record verification & shred hard copy |
| Interview details - successful candidate. | Y | Information is specific to the person | Employment duration |
| Hard copy CV or Application form | y | Statistics. Electronic. | Employment duration  |
| Screening form | Y | Statute of limitations on claim. | 7 years  |
| Shortlisting form | Y | Statute of limitations on claim. | 7 years  |
| Job Specification | N | n/a | Indefinitely |
| Advertisement | N | n/a | Indefinitely |
| Adverts | N | n/a | Indefinitely |
| Assessment form | Y | Statute of limitations on claim. | 7 years  |
| Declaration of Interest | Y | Statute of limitations on claim. | 7 years  |
| Selection form | Y | Statute of limitations on claim. | 7 years  |
| Offer/Panel letters |   | Statute of limitations on claim. |  Employment duration |
| Regret before/after letters | Y | In case of appeal | 3 weeks after interview |
| Presentations (PowerPoint) | N | To assist in providing feedback to applicant | 3 weeks after interview |
| Industrial Relations: Minutes of Meetings | N | Individual names normally not included | Permanently |
| Correspondence with Local/National Union Reps; DOES; Council of Directors | N | Individual names normally not included | Permanently |
| Copies of Employment Legislation | N | Individual names normally not included | Permanently |
| Staff structures, letters, circulars, pay scales, allowances from the Department of Education and Science | N | Individual names normally not included | Permanently |
| HR Policy/Procedures | N | Individual names normally not included | Permanently |
| Documentation regarding litigation or dispute with a member of staff | Y | Statute of limitations on claim. | 3 years after the member of staff ceases or 7 years after conclusion of litigation. |
| Annual Returns on staffing levels to DOES | N | Individual names normally not included | Permanently |
| Staff Appraisal Records  | Y |   | Duration of Employment |
| Disciplinary Action | Y | Contract of Employment | As per duration stated on disciplinary letter. |
| **ROAD SAFETY AUTHORITY TRAINING SECTION** |
| Tester Registration | Yes  | To register applicants on programmes | Indefinitely - electronically/ Hard copy 1 academic year |
| Invoices | Yes | Payment for CPDs | Indefinitely on Clear bookings system |
| Refund application | Yes | Refund for CPDs | Indefinitely on Clear bookings system, 7 years Finance |
| Company Details | Yes | Company Contact Details | Indefinitely at the moment |
| Credit card details | Yes | Process payments for courses | 7 Years in Finance Department. |
| CPD applications | Yes | To register applicants on programmes | Indefinitely on Clear bookings system |
| **COMPUTER SERVICES**  |
| Network Account Information on Active Directory (Students) | Yes  | (Prevention of fraud / ensuring network and information security / Misuse of Service / processing client data) | Within 1 year after they have finished their studies |
| Network Account Information on Active Directory(Staff) Network Account Information on Phone System | Yes | (Prevention of fraud / ensuring network and information security / Misuse of Service / processing employee data) | Within 1 year of staff member leavingA/c disabled for leaversRetirees access up to 6 months  |
| Phone system billing/call information | Yes | (Prevention of fraud / Misuse of Service) | 1 Year |
| Print System Transaction Logs | Yes | (Prevention of fraud / Misuse of Service) | Usage data - 3 years Aggregate data and reports held indefinitely |
| VLE Records (e.g. Student/Staff & Module Information, Database & Logs) | Yes | (ensuring network and information security / Misuse of Service / processing client data) | 4 years |
| Plagiarism Prevention | Yes | To assist in identifying similarity in submission. | Indefinitely – not held or accessed by AIT. Retained on a text matching online provider called Turnitin. |
| Help Desk Records | Yes | Troubleshooting, service provision, statistical review. | 5 Years |
| Email Logs – staff & students | Yes | (Prevention of fraud / ensuring network and information security / Misuse of Service / processing employee data) | 90 days. Office 365 system. Not retained by AIT. |
| Personal Network Drive | Yes | (Prevention of fraud / ensuring network and information security / Misuse of Service) | 6 Months  |
| Network Traffic Logs | Yes | (Prevention of fraud / ensuring network and information security / Misuse of Service / processing employee/client data) | 2 months  |
| Wi-Fi Activity  | Yes | (Prevention of fraud / ensuring network and information security / Misuse of Service / processing employee/client data) | 1 Month |
| Web Text Service | Yes | (Processing employee/client data / Notification of outages, Health & Safety, Campus Security, extreme weather alerts etc.) | 1 Academic Year; 6 Months – depends on contract with supplier. |
| Vendor Information (Preferred IT Suppliers) | Yes |  | 5 years |

## **REVIEW**

This schedule will be reviewed after 18 Months and every five years thereafter, unless otherwise required.

1. The starting date of the three-year period during which the supporting documents in relation to the HCIOP 2007-2013 must be kept available in accordance with Article 90 of Regulation (EC) No 1083/2006 is to be fixed at 28 December 2017, which corresponds to the payment of the final balance. Note however, that in accordance with Article 90(1) of Regulation (EC) 1083/2006, the three-year period can be extended either in the case of legal proceedings or at the request of the Commission.

The Managing Authority therefore reminds Intermediate Bodies of these requirements, and requests that they remind the Public Beneficiary Bodies and the Final Beneficiaries to retain all supporting documentation (both electronic and hardcopy), at a minimum, to the 31st December 2020. [↑](#endnote-ref-1)