

Human Resources Records Retention Schedule

Reviewed and Updated September 2018

Note: The University will notify/seek permission from the Management Authority before destroying Project related documents that are being co-funded under the EU Structural Funds Programme 2015 – 2020.

General Classes of Records Held	Default Retention Period:	Rationale	Final Disposition:	Record Owned By
1. Annual/Sick Leave Records.	4 Years.	Section 25 of <i>The Organisation of Working Time Act 1997</i> requires keeping these records for 3 years. Sick Leave entitlements are calculated over rolling 4 year window.	Destroy by confidential shredding. Secure deletion of electronic files.	Human Resources.
2. Records of Staff Training.	7 Years after employment ends.	Under the <i>Statute of Limitations 1957</i> actions arising from perceived breach of contract may be brought within 6 years of contract ending.	Destroy by confidential shredding. Secure deletion of electronic files.	Human Resources.

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3. Unsolicited applications for jobs.	Maynooth University does not accept unsolicited applications for jobs.	There is no requirement to retain unsolicited records. Under the principle of data minimisation, Maynooth University does not retain records of unsolicited applications for jobs.	Shred application and advise sender of MU policy on unsolicited applications for jobs. Where unsolicited application is delivered electronically, delete submission from system.	Human Resources.
4. General job descriptions.	6 years after original was superseded.	To enable a smooth transition where a post/ posts change in terms of roles and responsibilities.	Archive.	Human Resources.
5. Competition files.	Retain for 1 year after competition is completed. Records relevant to applicants will be treated according to whether they were successful or unsuccessful as detailed below.	Under Employment Equality Legislation a candidate/ employee who believes they have suffered discrimination on one of the nine grounds can refer a case to the Equality Tribunal for investigation within 6 month of last alleged act. Data Protection Commissioner recommends 12 months.	Sample of competition files to be retained for archival purposes, the remainder to be destroyed/ deleted securely.	Human Resources.

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5.01 Vacancy notification.	Retain for 1 year after competition is completed.	Under Employment Equality Legislation a candidate/ employee who believes they have suffered discrimination on one of the nine grounds can refer a case to the Equality Tribunal for investigation within 6 month of last alleged act. Information Commissioner recommends 12 months.	Destroy by confidential shredding Secure deletion of electronic files.	Human Resources.
5.02 Advert copies.				
5.03 Job description.				
5.04 Applications and CV's of candidates who are called for interview.				
5.05 Shortlisting Report.	Retain indefinitely.	This is part of the Institutional Record.	Archive.	Human Resources.
5.06 Candidates not qualified or shortlisted.	Retain for 1 year after competition is completed.	Under Employment Equality Legislation a candidate/ employee who believes they have suffered discrimination on one of the nine grounds can refer a case to the Equality Tribunal for investigation within 6 month of last alleged act. DPO Recommends 12 months.	Destroy by confidential shredding. Secure deletion of electronic files.	Human Resources.
5.07 Candidates shortlisted but not successful at interview or who are successful but do not accept offer.				

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5.08 Interview Report - Panel recommendation & marking sheet.	Retain indefinitely.	This is part of the Institutional Record.	Archive.	Human Resources.
6. Promotions Boards files.	Retain for duration of employment plus 7 years.	To satisfy the time limits for any potential legal action arising.	Archive.	Human Resources.
6.01 Promotion Boards assessment report files.	Retain indefinitely.	This is part of the Institutional Record.	Archive.	Human Resources.
7. Staff Personnel Files.	Retain for duration of employment plus 7 years. Retain service records indefinitely for superannuation/pension purposes.	Required for duration of employment.	Destroy the majority by confidential shredding/secure deletion. Retain a sample for archival purposes. Sample retained should not contain any personal data.	Human Resources.
7.01 Application/CV.	Retain for duration of employment plus 7 years.	No longer needed 7 years after employment ends.	Destroy the majority by confidential shredding/secure deletion. Retain an anonymised sample for archival purposes.	Human Resources.
7.02 References.				
7.03 Recruitment medical.				
7.04 Contract/Job specification/Job description.				
7.05 Probation forms.				
7.06 Parental leave & Force Majeure Leave.	8 Years.	<i>Parental Leave Acts 1998-2007</i> provide for an 8 year retention period.	Destroy by confidential shredding/secure deletion.	Human Resources.

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7.07 Discipline records and letter.	Hold on personal file/disciplinary file for duration of employment plus 7 years after resignation/retirement, then destroy. Where disciplinary policy provides for earlier removal then destroy but keep a record that a warning was issued. Where the matter involved criminal activity these records should be retained indefinitely.	No longer needed 7 years after employment ends.	Destroy by confidential shredding/ secure deletion.	Human Resources.
7.08 Allegations and complaints.	Where the complaint is found to be untrue or unwarranted make a note on personal file index that a complaint was made, but there is no need to keep detailed documentation or refer back to previous cases if further separate allegations are made in the future.	Retaining details of untrue or unfounded complaints beyond the conclusion of the investigation process could create a legal liability for the University.	Destroy by confidential shredding/ secure deletion.	Human Resources.

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8. Industrial relations files.	Hold policy documents and the history of their evolution indefinitely.	Industrial Relations records form part of the institutional history and development of relations between management and employees at Maynooth University.	Archive.	Human Resources.
8.01 Agreements-pay and others.	Retain indefinitely.	Part of institutional record.	Archive.	Human Resources.
8.02 Human Resources Policies.				
8.03 Surveys/reports.				
8.04 Union correspondence.				
8.05 individual industrial relation issues.				
8.06 Minutes of meetings.				
8.07 Labour Court Recommendations.	Hold indefinitely as these are precedents used in future decision making.	Of value as precedent.	Archive.	Human Resources.
11 Contracts for Services Examples of contracts for services which may be held by Personnel/HR departments include EAP contracts with service providers, contracts with healthcare professionals.	Duration of contract plus 6 years Duration of contract plus 12 years for contracts under seal	<i>Statute of Limitations Act 1957.</i>	Destroy by confidential shredding/ secure deletion.	Human Resources
<i>This retention schedule will be reviewed periodically in light of experience and any legal or other relevant indications</i>				