Student Records Retention Schedule – Central Registrar's Office

Reviewed and Updated September 2018

General Classes of Records Held:	Default retention Period:	Rationale:	Final Disposition:	Record Owned By:
Student Records				
Student record detailing: - Student name - Student number - Contact details - Date(s) of registration at MU - Courses/ modules taken - Results of examinations/ assessments - Exchange programs, if any - Work placements, if any - Dates of graduation/ withdrawal from MU	Indefinitely.	Part of University academic record.	Archive.	Student Records.
Student registration forms (undergraduate) (hard copy).	Until data is entered on the University Student Record System.	Hard copy no longer needed after that.	Destroy by confidential shredding.	Student Records.
Changes to registration records.	Until change is approved and updated on University Student Record System.	Hard copy no longer needed after that.	Destroy by confidential shredding/ secure deletion.	Student Records.

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Changes to biographical records.	Until change is updated on University Student Record System.	Hard copy no longer needed after that.	Destroy by confidential shredding/ secure deletion.	Student Records.
Deferral and withdrawal records.	Duration of studies plus one year.	Hard copy no longer needed after that.	Destroy by confidential shredding/ secure deletion.	Student Records.
Student registration forms (postgraduate) (hard copy).	Until data is entered on Student Record System.	Hard copy no longer needed after that.	Destroy by confidential shredding/ secure deletion.	Student Records.
Student applications for transfer.	Duration of studies plus one year.		Destroy by confidential shredding/ secure deletion.	Student Records.
General correspondence with students.	Retain until matters raised are actioned or queried.	Data minimisation: no longer needed after that.	Destroy by confidential shredding/ secure deletion.	Student Records/ Department or School.
Disciplinary Records				
Minor offences.	Duration of studies plus seven years.		Destroy by confidential shredding/ secure deletion.	Office of the Registrar.
Major offences e.g. resulting in suspension or expulsion or referral to An Garda Siochána.	Duration of studies plus twenty-five years, then review.		Destroy by confidential shredding/ secure deletion or archive depending on review.	Office of the Registrar.

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International Office Records				
Overseas recruitment /exchange records.	Duration of agreement with agent plus two years unless other retention period is specified in the agreement.	Records no longer needed after this point. Student exchanges will be recorded in the core record of each student where this applies.	Destroy by confidential shredding/ secure deletion.	International Office.
Examination Records				
Attendance registers/sheets.	Duration of studies.	Some courses have minimum attendance criteria.	Destroy by confidential shredding/ secure deletion.	Department/ School.
Sickness Forms/ medical certs for extenuating circumstances.	5 years.	May have relevance to student's assessment.	Destroy by confidential shredding/ secure deletion.	Department/ School.
Student Placement Records/ Reports.	Duration of Studies plus one year.	May have relevance to student's assessment.	Destroy by confidential shredding/ secure deletion.	University Placement Office/ Department/ School.
Examination papers.	Indefinitely.	Part of University record.	Archive.	Examinations Office.
Examination scripts.	13 months.	To facilitate appeals.	Destroy by confidential shredding.	Examinations Office.
External examiners reports.	Indefinitely.	Part of University record.	Archive.	Examination Office.

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Examination Board meeting records.	Indefinitely.	Part of University record.	Archive.	Examination Office.
Records of Project Grades/Examination grades.	Indefinitely (electronically).	Part of University record.	Archive.	Examination Office.
Formal signed result sheets Broad sheets and Class pass lists.	Indefinitely.	Part of University record.	Archive.	Examination Office.
Postgraduate theses.	Indefinitely.	Part of University record.	Archive.	Examination Office.
Progress records post-graduate students.	Duration of studies plus one year.	Essential towards the students' overall assessment.	Destroy by confidential shredding/ secure deletion.	Graduate Studies/ Department or School.
Student awards / prizes.	Indefinitely.	Part of University record.	Archive.	Examination Office.
Other records				
Conferring records.	Indefinitely.	Part of University record.	Archive.	Conferring Office.
Alumni records.	Indefinitely.	Part of University record.	Archive.	Alumni Office.
Alumni contact details.	For as long as each individual alumnus consents to be contactable by the Maynooth University Alumni Office.	To facilitate communication between Maynooth University and its alumni community.	Maintain as a current contact database.	Alumni Office.

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Vetting Records				
Originating from Garda Vetting Bureau.	Studies plus one year or until superseded by another vetting report.	Student in official relationship with the University.	Destroy by confidential shredding/ secure deletion.	Vetting Office.
Other vetting agencies.	Studies plus one year or until superseded by another vetting report.	Student in official relationship with the University.	Destroy by confidential shredding/ secure deletion.	Vetting Office.
Admissions records				
Inquiry.	Until the January following the inquirer's Leaving Certificate exam, where relevant, or Until the January following the intended year of entry (in the case of Mature students, EU students, transfer students, TY students).	Details have been provided so MU can communicate with prospective students and also assess effectiveness of student recruitment campaigns.	Destroy by confidential shredding/ secure deletion from the relevant database.	Admissions Office.
Non-standard selection records.	Duration of course plus 1 year.	To enable assessment of student recruitment, and to allow for any potential challenges under Equality legislation.	Destroy by confidential shredding/ secure deletion.	Admissions / Access Office.

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References.	Duration of studies plus seven years.	To allow Statute of Limitations limits for any resulting civil action to expire.	Archive.	Admissions Office.
Records of unsuccessful direct applicants for under-graduate and post-graduate courses.	Two years.	To enable assessment of student recruitment, and To allow for any potential challenges under Equality legislation	Destroy by confidential shredding/ secure deletion.	Admissions/ Access Office/ Graduate Studies.
Postgraduate selection records.	One year.	To enable assessment of postgraduate recruitment, and To allow for any potential challenges under Equality legislation	Destroy by confidential shredding/ secure deletion.	Graduate Studies/ Department or School.
This retention schedule will be reviewed periodically in light of experience and any legal or other relevant indications.				

Note: 1. Any records necessary to confirm a qualification are retained indefinitely and archived