

## Research Records Retention Schedule

Reviewed and Updated March 2022

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
Records documenting the development of strategy and procedures for research and commercialisation of research at Maynooth University.	Retain until superseded plus 5 years.	To facilitate continuity in the development of research strategy.	Destroy by confidential shredding/ secure deletion.	Vice-President for Research and Innovation.
Records of postgraduate research undertaken, including assessments and progress reports.	Retain for duration of studies plus 6 years.		Destroy by confidential shredding/ secure deletion.	Individual Departments.
Postgraduate research theses.	Retain indefinitely			Examinations Office.

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
<p>Research data and findings (including notebooks, statistical records, interview transcripts).</p> <p>Personal data gathered for the purposes of research should be anonymised at the earliest opportunity.</p>	<p>Retain for duration of research project plus 10 years</p> <p>With the exception of the following:</p> <p>European Regional Development Fund (ERDF) 2000-2006 (HEA PRTL1 Cycles 1-3) 15 Years</p> <p>European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4-5) 15 Years</p> <p>ESF Third Level Access Measure 2000-2006 15 Years</p> <p>ESF Third Level Access Measure 2007-2013 15 Years</p>	<p>To facilitate any civil claims arising in tort or contract law.</p> <p>To comply with T&amp;Cs of the funding scheme and also for auditing purposes</p>	<p>Destroy by confidential shredding/ secure deletion.</p>	<p>Individual Researchers.</p>

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
Research collaboration agreements.	<p>Retain for duration of research project plus 7 years for research funded by Irish funding agencies</p> <p>For projects funded by the EU the following apply:  H2020 projects 5 years from when the final balance is paid to the institution  European Regional Development Fund (ERDF) 2000-2006 (HEA PRTL I Cycles 1-3) 15 Years  European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4-5) 15 Years  ESF Third Level Access Measure 2000-2006 15 Years  ESF Third Level Access Measure 2007-2013 15 Years</p>	<p>To facilitate any civil claims arising in tort or contract law.</p> <p>To comply with T&amp;Cs of the funding scheme and also for auditing purposes</p>	Destroy by confidential shredding/ secure deletion.	Office of Vice-President for Research and Innovation.

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
<p>Research ethics applications.</p>	<p>Retain for duration of research project plus 7 years for research funded by Irish funding agencies.</p> <p>For projects funded by the EU the following apply:</p> <p>H2020 projects 5 years from when the final balance is paid to the institution</p> <p>European Regional Development Fund (ERDF) 2000-2006 (HEA PRTL I Cycles 1-3) 15 Years</p> <p>European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4-5) 15 Years</p> <p>ESF Third Level Access Measure 2000-2006 15 Years</p> <p>ESF Third Level Access Measure 2007-2013 15 Years</p>	<p>To comply with the T&amp;Cs of funding schemes and for audit purposes.</p>	<p>Destroy by confidential shredding/ secure deletion.</p>	<p>Office of Vice-President for Research and Innovation.</p>

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
<p>Documents relating to grants and the processing of grants– grant proposals and supporting documents, post award expense claims, travel claims, procurement documentation and bank statements.</p>	<p>Retain for duration of research project plus 7 years for research funded by Irish funding agencies unless otherwise specified by the T&amp;Cs of the funding scheme</p> <p>For projects funded by the EU the following apply:  H2020 projects 5 years from when the final balance is paid to the institution  European Regional Development Fund (ERDF) 2000-2006 (HEA PRTL I Cycles 1-3) 15 Years  European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4-5) 15 Years  ESF Third Level Access Measure 2000-2006 15 Years  ESF Third Level Access Measure 2007-2013 15 Years</p>	<p>To comply with the T&amp;Cs of funding schemes and for audit purposes.</p>		<p>Individual Researchers and Office of Vice President for Research and Innovation and Finance Office</p>

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
Funded research projects records.	Current financial 16 years after C&AG signed off.	Article 140 of Regulation (EU) No 1303/2013 requires that supporting documentation regarding expenditure supported by the funds for which the total expenditure is less than €1,000,000 be retained for a period of 3 years from 31 December following submission of the accounts in which the expenditure of the operation is included or for two years following the submission of accounts in which the final expenditure of the completed operation is included.	Destroy by confidential shredding/ secure deletion	Office of Vice-President for Research and Innovation.
Case files relating to allegations of research misconduct.	Retain for 6 years from closure of case or end of investigation.	To facilitate any civil claims arising in tort or contract law.	Destroy by confidential shredding/ secure deletion.	Office of Vice-President for Research and Innovation.  Research Integrity Officer

Files related to declarations of private external activity and/or potential conflict of interest or conflict of commitment submitted under the External Remunerated Activities Policy.	Retain for duration of employment and up to seven years after end of MU employment	To ensure that staff members comply with the Policy and that MU performs its responsibilities in respect of accountability and transparency in according and with its statutory functions as a public body and to deal with any claims that arise.	Destroy by confidential shredding/ secure deletion.	Office of Vice-President for Research and Innovation.
Personal information in relation to participation in external remunerated activities submitted via the annual return under the External Remunerated Activities Policy.	Retain for duration of employment and up to seven years after end of MU employment	To ensure that staff members comply with the Policy and that MU performs its responsibilities in respect of accountability and transparency in according and with its statutory functions as a public body and to deal with any claims that arise.	Destroy by confidential shredding/ secure deletion.	Office of Vice-President for Research and Innovation.

Files related to declarations of external activity and/or potential conflict of interest or conflict of commitment submitted under the research and Commercialisation Conflict of Interest Policy.	Retain for duration of employment and up to seven years after end of MU employment	To ensure that staff members comply with the Policy and that MU performs its responsibilities in respect of accountability and transparency in according and with its statutory functions as a public body and to deal with any claims that arise.	Destroy by confidential shredding/ secure deletion.	Office of Vice-President for Research and Innovation.
This retention schedule will be reviewed periodically in light of experience and any legal or other relevant indications.				