
RECORD RETENTION PERIODS

Health Service Policy 2013

This policy updates the 1999 Health Board retention policy and sets out the minimum periods for which records should be retained.

It should be read in conjunction with the HSE's Standards and Recommended Practices for Healthcare Records Management (Section 5 -retention and disposal schedule for health care records) (weblink) and the HSE's National Financial Regulation Retention of Financial Records (weblink). Together, these policies help ensure the HSE is maintaining necessary records for an appropriate length of time. This is a controlled document and is subject to change at any time

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1.0 Introduction

A wide variety of records are held across the HSE including healthcare records, financial records, HR records and general administrative records. Traditionally, records were paper-based but in recent times an increasing number of records are being stored electronically. This document outlines the minimum retention period for records across HSE services and applies to records of all types regardless of the medium on which they are held.

2.0 Definition of Record

A record is defined under the Freedom of Information Acts 1997 and 2003 as "any memorandum, book, plan, map, drawing, diagram, pictorial or graphic work or other document, any photograph, film or recording (whether of sound or images or both), any form in which data (within the meaning of the Data Protection Act, 1988 and 2003) are held, any other form (including machine-readable form) or device in which information is held or stored manually, mechanically or electronically and anything that is a part or a copy, in any form of any of the foregoing or is a combination of two or more of the foregoing" (Freedom of Information Act, 1997, 2003).

Records created by the HSE should be both accurate and complete. They must provide evidence of the function or activity they were created to document. In order to be evidential, records must be authentic, reliable, have integrity and be useable.

2.1 An *authentic* record is one that can be proven to be what it purports to be. In order to ensure that the records created are authentic then records should be dated, timed and signed. They should be placed into the filing system to form part of the retention schedule so that they are protected against unauthorised addition, deletion or alteration.

2.2 A *reliable* record is one that can be trusted to be an accurate representation of a function or action taken by the HSE location. Therefore, records should contain all relevant facts and be created at the time of the action or transaction or as soon as possible afterwards by a person authorised to carry out that function, action or transaction.

2.3 The *integrity* of a record refers to it being complete and unaltered. Once created, additions or annotations to the record can only be carried out by those authorised to do so and any amendment should be explicitly indicated on the record.

2.4 A *useable* record is one that can be located, retrieved, presented and interpreted or read whenever or wherever there is a justified need for that information. It should be traceable within a records management system. Record schedules and filing indices that capture the records are essential in ensuring records are useable. In electronic records, metadata or contextual information is required in addition to the physical transfer of records to ensure their continued usability.

2.5 Records retained should be original (or an electronic copy, transferred using the appropriate and verifiable system), unique or of continuing importance to the HSE. They should have care delivery, legal, fiscal, administrative or historical purpose.

3.0 Record Retention Periods

Legal obligation and good practice

The Health Service Executive must comply with the provisions of section 2(1)(c) of the Data Protection Acts 1988 and 2003. The Acts set out the principle that personal data shall not be kept for longer than is necessary for the purpose or purposes for which it was obtained. This requirement places a responsibility on the HSE to be clear about the length of time personal data will be kept and the reasons why the information is being retained. To comply with this rule the HSE must have a policy on retention periods for personal data that is retained. This policy must include defined retention periods for records and systematic disposal of records within a reasonable period after the retention period expires. Since 2003, Data Protection legislation applies to both electronic and hard copy records.

The HSE is committed to effective records management retention and disposal to ensure that it:

- meets legal standards in terms of retention periods;
- optimises the use of space;
- minimises the cost of record retention;
- securely destroys outdated records

However desirable it is to keep in original format, every single record forever, the reality is, that there is limited storage capacity available and perpetual retention of all records will be in breach of the Data Protection Acts. The HSE must seek to balance the cost of indefinite storage (on-site, off-site, microfilm, IT based, etc.) against costs which may arise from an action where the service does not have records to assist with its defence.

3.1 The categories of records referred to in this document are as follows:

- *Healthcare records*, including acute hospitals and non acute services, including health and social care professionals such as physiotherapists, speech and language therapists and public health nurses. A healthcare record refers to all information collected, processed and held both in manual and electronic formats pertaining to the service user and their care. It includes demographics, unique identification, clinical data, images, investigations, samples, correspondence and communications relating to the service user and their care.
- *Environmental Health records*
- *Personnel / HR records.*
- *Financial records.*

3.2 Prior to implementation of this policy, the following issues should be considered:

- Recommended minimum retention periods should be calculated from the end of the calendar month or accounting year following the last entry on the record.
- Local requirements/instructions (e.g if there is live litigation) must be considered before activating retention periods in this schedule.
- Decisions should also be considered in the light of the need to preserve records, whose use cannot be anticipated fully at the present time, but which may be of value to future generations.
- On-going legislative requirements.

3.3 Assessing the value of records

This involves determining retention periods for records and any special protection or preservation requirements. Determining a retention period for each record series is based on the value of the series and relevant statutory requirements, regulations and policy. In some instances, for example financial records, the retention periods are fixed.

In other cases, there may not be legal or regulatory retention requirements, in which case a decision must be made on the basis of need and good practice.

There may even be cases where the administrative or operational needs of the service deem it appropriate to retain certain records for longer than the statutory retention period.

3.4 Documenting the Retention Schedule

The implementation of this retention policy should involve the departments who create and use the records as well as legal and financial advice, where appropriate. This policy sets out the minimum retention periods and when implementing it the following should be taken into consideration;

- You must comply with relevant legislation.
- Avoid trying to accommodate every conceivable need.
- Retain information if it is likely to be needed in the future and if the consequences of not having it would be substantial.
- Be conservative, avoid inordinate degrees of risk.
- Apply common sense.
- Ensure systematic disposal of records within a reasonable period after their retention period expires.

4.0 Healthcare records

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR1	A&E (Emergency Department) records (where these are stored separately from the main patient record)	Retain for the period of time appropriate to the patient/specialty, e.g. children's A&E records should be retained as per the retention period for the records of children and young people shown below		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR2	A&E (Emergency Department) registers (where they exist in paper format)	8 years after the year to which they relate		Likely to have archival value. Contact the National Archives (Records Acquisition Division), Bishops Street, Dublin 8
HCR3	Admission Books (where they exist in paper format)	8 years after the last entry		Likely to have archival value. Contact the National Archives (Records Acquisition Division)
HCR4	Ambulance records - patient identifiable component (including paramedic records made on behalf of the Ambulance Service)	10 years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR5	Audiology Records	Retain for the period of time appropriate to the patient/speciality, e.g. children's records should be retained as per the retention period for the records of children and young people;-persons with a mental disorder (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if the patient died while in the care of the organisation		Destroy under confidential conditions
HCR6	Birth Registers (i.e. Register of births kept by the hospital)	10 years		Likely to have archival value. Contact the National Archives (Records Acquisition Division)
HCR7	Blood Transfusion Records (see pathology records)			
HCR8	Breast screening X-Rays	8 years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR9	Cervical Screening Slides	10 years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR10	Children and young people (all types of records relating to children and young people) Records created under Childcare Acts	Retain until the patient's 25 th birthday or 26 th if young person was 17 at the conclusion of treatment, or 8 years after death. If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain the records for a longer period To be retained in perpetuity (forever)		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR11	Clinical Audit Records	5 years		Destroy under confidential conditions
HCR12a	Clinical trials of investigational medicinal products – healthcare records of participants that are the source data for the trial	For trials to be included in regulatory submissions: 20 years. It is the responsibility of the Sponsor/someone on behalf of the Sponsor to inform the investigator/institution as to when these documents no longer need to be retained	European Commission Directive 2005/28/EC of 8 April 2005 laying down principles and detailed guidelines for good clinical practice as regards investigational medicinal products for human use, as well as the requirements for authorisation of the manufacturing or importation of such products.	

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR12b	Clinical trials of investigational medicinal products – healthcare records of participants that are the source data for the trial	For trials which are not to be used in regulatory submissions: 20 years	Directive 2001/20/EC of the European Parliament and of the Council of 4 April 2001 on the approximation of the laws, regulations and administrative provisions of the Member States relating to the implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use	Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR13	Creutzfeldt-Jakob Disease (hospital and GP)	30 years from date of diagnosis including deceased patients		Destroy under confidential conditions
HCR14	Death - Cause of, Certificate counterfoils	2 years		Destroy under confidential conditions
HCR15	Death registers – i.e. register of deaths kept by the hospital, where they exist in paper format	10 years		Likely to have archival value. Contact National Archives (Records Acquisition Division)

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR16	Dental, ophthalmic and auditory screening records	11 years for adults For children 11 years or up to their 25 th birthday, which ever is the longer		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR17	Dietetic and Nutrition	Retain for the period of time appropriate to the patient/speciality, e.g. children's records should be retained as per the retention period for the records of children and young people; persons with a mental disorder (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if the patient died while in the care of the organisation		Destroy under confidential conditions
HCR18	Discharge Books (where they exist in paper format)	8 years after the last entry		Likely to have archival value. Contact National Archives (Records Acquisition Division)

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR19	Donor records (blood and tissue)	25 years post transplantation		Destroy under confidential conditions
HCR20	Drug trials, records (see clinical trials)			

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR21	Forensic medicine records (including pathology, toxicology, haematology, dentistry, DNA testing, post mortems forming part of the Coroner's report, and human tissue kept as part of the forensic record). See also Human tissue, Post mortem registers	For post-mortem records which form part of the Coroner's report, approval should be sought from the Coroner for a copy of the report to be incorporated in the patient's notes, which should then be kept in line with the specialty, and then reviewed. All other records retain for 30 years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR22	Genetic records Guthrie Cards (heel prick test).	30 years from date of last attendance. This issue is currently under consideration		Destroy under confidential conditions Please seek advice from your Manager / Area Consumer Affairs Office in relation to these records
HCR23	Healthcare records (excluding records not specified elsewhere in this schedule)	8 years after conclusion of treatment or death		Destroy under confidential conditions
HCR24	Homicide / "Serious untoward incident" records	30 years		Destroy under confidential conditions
HCR25	Hospital acquired infection records	6 years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR26	Human Tissue	For post-mortem records which form part of the Coroner's report, approval should be sought from the Coroner for a copy of the report to be incorporated in the patient's notes, which should then be kept in line with the specialty and then reviewed. All other records retain for 30 years		Destroy under confidential conditions
HCR27	Intensive Care Unit Charts	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; persons with a mental disorder (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions
HCR28	Joint replacement records	For joint replacement surgery the revision of a primary replacement may be required after 10 years to identify which prosthesis was used. Only need to retain minimum of notes with specific information about the prosthesis.		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR29	Maternity (all obstetric and midwifery records, including those of episodes of maternity care that end in stillbirth or where the child later dies)	25 years after the birth of the last child		Destroy under confidential conditions
HCR30	Medical illustrations (see Photographs (HCR 43 below)			
HCR31	Persons with a Mental Disorder-(within the meaning of the Mental Health Acts 1945 to 2001)	20 years after the date of last contact between the patient/client/service user and any healthcare professional employed by the mental health provider, or 8 years after the death of the patient/client/service user if sooner	Mental Health Acts 1945 to 2001	Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR32	Microfilm/microfiche records relating to patient care	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; persons with a mental disorder (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation Records created under Childcare legislation should be held in perpetuity		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR33	Midwifery records	25 years after the birth of the last child		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR34	Mortuary Registers (where they exist in paper format)	10 years		Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR35	Notifiable Diseases Book	6 years		Destroy under confidential conditions
HCR36	Occupational therapy records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; persons with a mental disorder (within the meaning of the Mental Health Acts 1945 to 2001). 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR37	Oncology (including radiotherapy)	25 years. NB Records should be retained on a computer database if possible. Also consider the need for permanent preservation for research purposes		Destroy under confidential conditions
HCR38	Operating Theatre Registers	8 years after the year to which they relate		Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR39	Orthoptic records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions
HCR40	Outpatient lists (where they exist in paper format)	2 years after the year to which they relate		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR41	Paediatric records (see Children and young people above)			
PATH1	Pathology Records <i>Documents, electronic and paper records</i> Accreditation documents; records of inspections	10 years or until superseded	http://www.rcpath.org/resources/pdf/retention-SEPT05.pdf — Applies to records PATH1 to PATH45.	Destroy under confidential conditions—Applies to records PATH1 to PATH45
PATH2	Batch Records Results	10 years		As above
PATH3	Bound copies of reports / records if made	30 years		As above
PATH4	Day Books and other Records of Specimens received by a laboratory	2 calendar years		As above
PATH5	Equipment / instruments maintenance logs, records of service inspections	Lifetime of equipment		As above

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH6	Procurement, use, modification and supply records relevant to production of products (diagnostics) or equipment	11 years		As above

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH7	External Quality Control records	2 years		Destroy under confidential conditions
PATH8	Internal Quality Control Records	10 years		Destroy under confidential conditions
PATH9	Lab File Cards or other working records of test results for named patients	2 calendar years		Destroy under confidential conditions
PATH10	Near-patient Test Data	Result in patient record, log retained for lifetime of instrument		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH11	Pathological Archive / Museum Catalogues	30 years, subject to consent		Destroy under confidential conditions
PATH12	Photographic Records	30 years where images present the primary source of information for the diagnostic process		Destroy under confidential conditions
PATH13	Records of Telephoned Reports	2 calendar years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH14	Records relating to investigation or storage of specimens relevant to organ transplantation, semen or ova	30 years if not held with healthcare record		Destroy under confidential conditions
PATH15	Reports, copies Post Mortem Reports	6 months Held in the patient's healthcare record for 8 years after the patients death		Destroy under confidential conditions
PATH16	Request forms that are not a unique record	1 week after report received by requestor		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH17	Request forms that contain clinical information not readily available in the healthcare record	30 years		Destroy under confidential conditions
PATH18	Standard operating procedures (current and old)	30 years		Destroy under confidential conditions
PATH19	<i>Specimens and Preparations</i> Blocks for electron microscopy	30 years		Destroy under confidential conditions
PATH20	Electrophoretic strips and immunofixation plates	5 years unless digital images taken, in which case 2 years and stored as a photographic record		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH21	Frozen Tissue for immediate histological assessment (frozen section)	Stained microscope slides - 10 years. Residual tissue - kept as fixed specimen once frozen section complete		
PATH22	Frozen Tissue or cells for histochemical or molecular genetic analysis	10 years		
PATH23	Grids for electron microscopy	10 years		

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH24	Human DNA	4 weeks after final report for diagnostic specimens. 30 years for family studies for genetic disorders (consent required)		
PATH25	Microbiological Cultures	Most positive cultures can be discarded within 24 - 48 hours of issuing a final authorised report. Specified cultures of clinical importance (Blood Culture isolates, Cerebro spinal Fluid (CSF) isolates, enteric pathogens, multiple resistant or methicillin resistant Staph. Aureus, 'outbreak strains, M. tuberculosis, Group A streptococci, and unusual pathogens of clinical significance) should be retained for at least 7 days. Where isolates have been referred to external laboratories they should be retained for at least 7 days after the issue of their final report.		

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH26	Museum specimens (teaching collections)	Permanently . Consent of the relative is required if it is tissue obtained through post mortem	http://www.rcpath.org/resources/pdf/Retention-SEPT05.pdf	

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH27	Stained Slides	Depends on the purpose of the slide - see RCPATH document for further details		
PATH28	Newborn Blood Spot screening cards		This issue is currently under consideration. Please seek advice from your local Area Consumer Affairs Office	
PATH29	Body fluids / aspirates / swabs	48 hours after the final report issued by lab		Destroy under confidential conditions
PATH30	Paraffin Blocks	30 years and then appraise for archival value		Destroy under confidential conditions
PATH31	Records relating to donor or recipient sera	11 years post transplant		Destroy under confidential conditions
PATH32	Serum following needlestick injury or hazardous exposure	2 years		

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH33	Serum from first pregnancy booking visit	1 year		
PATH34	Wet Tissue (representative aliquot or whole tissue or organ)	4 weeks after final report for surgical specimens.		
PATH35	Whole blood specimens for full blood count	24 hours		
PATH36	<i>Transfusion Laboratories</i> Annual reports (where required by EU directive)	15 years		
PATH37	Autopsy reports, specimens, archive material and other where the deceased has been the subject of a Coroner's autopsy	These are Coroner's records - copies may only be lodged on the healthcare record with the Coroner's permission		
PATH38	Blood Bank Register, blood component audit trial and fates	30 years to allow full traceability of all blood products used	EU Directive 2002/98/EC The Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy under confidential conditions
PATH39	Blood for grouping, antibody screening and saving and/or cross-matching	1 week at 4°C		

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH40	Forensic Material - criminal cases	Permanently, not part of the healthcare record		
PATH41	Refrigeration and Freezer Charts	11 years		
PATH42	Request forms for grouping, antibody screening and cross-matching	1 month	EU Directive 2002/98/EC The Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy under confidential conditions
PATH43	Results of grouping, antibody screening and other blood transfusion related tests	30 years to allow full traceability of all blood products used	EU Directive 2002/98/EC The Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy under confidential conditions
PATH44	Separated serum / plasma stored for transfusion purposes	Up to 6 months		
PATH45	Storage of material following analyses of nucleic acids	30 years See RCPATH document for further guidance	http://www.cepath.org/resources/pdf/Retention-SEPT05.pdf	

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
PATH46	Worksheets	30 years to allow full traceability of all blood products used	EU Directive 2002/98/EC The Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR42	Patient-held records	At the end of an episode of care the hospital organisation responsible for delivering that care and compiling the record of the care must make appropriate arrangements to retrieve patient-held records. The records should then be retained for the period appropriate to the specialty		Destroy under confidential conditions
HCR43	Photographs (where the photograph refers to a particular patient it should be treated as part of the healthcare record)	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR44	Physiotherapy records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR45	Podiatry records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions
HCR46	Post mortem records (see Pathology records)			

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR47	Post mortem registers (where they exist in paper format)	30 years		Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR48	Psychology records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR49	Records/documents related to any litigation	As advised by the organisation's legal advisor. All records to be reviewed. Normal review 10 years after the file is closed		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR50	Records of Destruction of Individual Healthcare records (case notes) and other health related records contained in this retention schedule (in manual or computer format)	Permanently		
HCR51	Scanned Records relating to patient care	Retain for the period of time appropriate to the patient/specialty e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR52	Social Work records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation Note: Records created under the Child Care legislation – hold in perpetuity.		Destroy under confidential conditions
HCR53	Speech and Language Therapy records	Retain for the period of time appropriate to the patient/specialty e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions
HCR54	Suicide – notes of patients who committed suicide	10 years		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR55	Telemedicine records (see also Video records)	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions
HCR56	Transplantation records	Records not otherwise kept or issued to patient records that relate to investigations or storage of specimens relevant to organ transplantation should be kept for 3 years	The Retention and Storage of Pathological Records and Archives (3 rd edition 2005) Addendum 1	Destroy under confidential conditions
HCR57	Ultrasound records (e.g. vascular, obstetric)	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR58	Video records/ voice recordings relating to patient care/videoconferencing records	8 years subject to the following exceptions: Children and young people: Records must be kept until the patient's 25 th birthday, or if the patient was 17 at the conclusion of treatment, until their 26 th birthday, or until 8 years after the patient's death if sooner Maternity: 25 years Mentally disordered persons: Records should be kept for 20 years after the date of last contact between patient/client/service user and any healthcare professional or 8 years after the patient's death if sooner Cancer patients: Records should be kept until 8 years after the conclusion of treatment, especially if surgery was involved.		Destroy under confidential conditions

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR59	Ward registers, including daily bed returns (where they exist in paper format)	2 years after the year to which they relate		Likely to have archival value. Contact National Archives (Records Acquisition Division)

Reference	Types of Healthcare Record	Retention Period	Derivation	Final Action
HCR60	X-ray films (including other image formats for all imaging modalities/diagnostics)	7 years (if there is an accompanying X-Ray report which is retained for the appropriate period of time as part of the patient record). If there is no accompanying X-Ray report the X-ray films (including other image formats for all imaging modalities/diagnostics) are considered as a part of the patient record and should be retained for the appropriate period of time		Destroy under confidential conditions
HCR61	X-ray registers (where they exist in paper format)	30 years		Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR62	X-ray reports (including reports for all imaging modalities)	To be considered as a part of the patient record and should be retained for the appropriate period of time		Destroy under confidential conditions

5.0 Child and Family Services

Records	Retention period	Final Action
Records created under Child Care Act 1991	Hold in perpetuity	Not applicable
Case records and registers: Fostering	Hold in perpetuity - Child Care (Placement Of Children In Foster Care) Regulations, 1995	Not applicable

Records	Retention period	Final Action
Case records and registers: Placement of Children with relatives	Hold in perpetuity - Child Care (Placement Of Children In Foster Care) Regulations, 1995	Not applicable
Case records and registers: Children in Residential Care	Hold in perpetuity - Child Care (Placement Of Children In Foster Care) Regulations, 1995.	Not applicable
Social Work - Records created under Child Care Legislation Housing, Welfare, etc.	Hold in perpetuity	Not applicable

Appeals Service Records	Retention period	Final Action
Appeals service records	Retain for 2 years (Refer to sec 3.0 of the policy for exceptions such as legal case or case under investigation etc)	Destroy records in third year under confidential conditions

6.0

Human Resources Records including local HR records retained by line managers

Record	Minimum Retention Period	Final Action
ER/IR case files	7 years from completion of the case.	Destroy under confidential conditions
IR/Trade Union negotiation	Indefinitely	
Pay and conditions (exceptions)	Indefinitely	
Agreements/Circulars	Indefinitely	
Decisions Registers	10 years from issuing of the Decision (for precedent purposes).	Destroy under confidential conditions
Census Reports – electronic format	Indefinitely	
Census Reports – manual/paper format	3 years	Destroy under confidential conditions
Personnel Files	Personnel files to be retained for 7 years after the employees term of service has completed. Retain for duration of employment and forward to Pensions Section on retirement of staff member. Hold for 7 years	Destroy under confidential conditions
Internal/local personnel files – sick leave certs/records and internal issues	Retain for duration of employment and forward to Pensions Section on retirement of staff member.	Destroy under confidential conditions

Record	Minimum Retention Period	Final Action
Lists of employees with personal detail due to be subsumed from other agencies	2 years from date of transfer	Destroy under confidential conditions
AEMG/CEMG Process	3 years	Destroy under confidential conditions
FOI/PQs/Reps	3 years	Destroy under confidential conditions
Ethics in Public Office Records	15 years in hard copy format only. Accessed by CEO/DG only	Destroy under confidential conditions
Bike to Work Scheme Records	5 years	Destroy under confidential conditions
Travel Pass Scheme Records	3 years	Destroy under confidential conditions
Incident Report Book	10 years	Destroy under confidential conditions
PRSI Project files	4 years	Destroy under confidential conditions
SAP HR Records	Indefinite where required for pensions/benefits purposes	Destroy under confidential conditions
Pensioner File	7 years after the death of the pensioner	Destroy under confidential conditions
Ill Dependent	7 years after the death of the payee	Destroy under confidential conditions
Refund File	7 years after the death of the pensioner	Destroy under confidential conditions
Preserved Benefit Statement	7 years after the death of the pensioner	Destroy under confidential conditions
Temporary Service Files	7 years after the death of the pensioner	Destroy under confidential conditions
Pension Benefit Statements	7 years after the death of the pensioner	Destroy under confidential conditions
Training Records Hard Copies and Files	Indefinitely	Not applicable

Record	Minimum Retention Period	Final Action
Training Records IT Sap System (Training and Events)	Indefinitely	Not applicable
Accident / Incident Investigation Report Forms	10 years from date of accident if no claim made in interim	Destroy under confidential conditions
HR/ Health and Safety Investigation Reports	10 years from date of accident if no claim made in interim	Destroy under confidential conditions
Routine Health and Safety Monitoring Reports (eg. Monitoring of Anaesthetic Gasses)	<p>Risk assessment records and maintenance records of workplace equipment should be retained indefinitely</p> <p>List of employees engaged in activities which have a risk of exposure to carcinogens and mutagens and detailing exposure levels should be retained for at least forty years following the end of the exposure. This list should be given to the Health and Safety Authority if the risk no longer remains or if the organisation no longer employs such employees.</p> <p>Health surveillance and health and exposure records for employees who may be exposed to hazardous chemical agents should be retained indefinitely.</p> <p>Health registers in respect of employees who are exposed to asbestos should be retained for at least forty years.</p>	<p>Not applicable</p> <p>Destroy under confidential conditions</p>

Record	Minimum Retention Period	Final Action
SKILL Participants Files	Hold until superseded for 5 years for reference	Destroy under confidential conditions
SKILL Records (Financial)	6 years	Destroy under confidential conditions
Workforce reports	5 years	Destroy under confidential conditions
Workforce Planning matters	Hold until superseded for 5 years for reference	Destroy under confidential conditions
HSEland	Hold until superseded for 5 years for reference	Destroy under confidential conditions
Client Reports Staff Support	7 years	Destroy under confidential conditions
Expression of Interest Broadcasts	1 year	Destroy under confidential conditions
National Recruitment Services Campaigns	6 years or to the expiry date of panel	Destroy under confidential conditions
Copy of interview marks,	7 years	Destroy under confidential conditions
Copy of interview notes	7 years	Destroy under confidential conditions
Panels	7 years	Destroy under confidential conditions
Various local inherited panels	7 years	Destroy under confidential conditions
Appeals Database	7 years	Destroy under confidential conditions
Appeals Correspondence	7 years	Destroy under confidential conditions
Job order	7 years	Destroy under confidential conditions

Record	Minimum Retention Period	Final Action
Garda Vetting Application forms	Original application forms are sent to and are held by the Garda Vetting Unit (NRS) only. No application forms should be held at local level. Confirmation notices are held at local level for 7 years.	Destroy under confidential conditions
Garda Vetting Disclosures	1 Year (keep number and date)	Destroy under confidential conditions
Garda Vetting Application forms processed by GCVU	1 Year	Destroy under confidential conditions
Garda Vetting Disclosures processed by Garda Vetting Unit for 3 rd party organisations	1 Year	Destroy under confidential conditions
Garda Vetting Risk Assessment successful applicants	This information should only be retained for 1 year in compliance with the Data Protection Commissioner Code of Practice and deleted after 1 year	Destroy under confidential conditions
Garda Vetting Risk Assessment unsuccessful applicants	1 Year	Destroy under confidential conditions
Garda Vetting Confirmation Notices	1 Year	Destroy under confidential conditions

Appendix 1 attached as a full listing of relevant files. The above is a summarised version outlining details of records most frequently used.

7.0 Environmental Health Records

It is envisaged that all results, reports, correspondence from the public, Food Business Operators (FBOs), all external agencies etc can be scanned onto an electronic system and attached to a business file, complaint file etc.

Food

Records	Retention period	Final action
Premises File	5 years	Destroy under confidential conditions
Contemporaneous Notes (bound notebook aide memoirs / checklists / loose leaf notebooks)	5 years *	Destroy under confidential conditions
Enforcement Actions	10 years	Destroy under confidential conditions
Complaints	5 years	Destroy under confidential conditions
Correspondence reports to premises	5 years *	Destroy under confidential conditions
Written responses from FBOs & Managers	5 years *	Destroy under confidential conditions
Food Poisoning Notifications	5 years *	Destroy under confidential conditions
Completed Food Poisoning Questionnaires	5 years *	Destroy under confidential conditions

* if associated with enforcement action, then 10 years

Pre-Schools

Record	Retention period	Final Action
Premises File (file created for each new provider)	5 years	Destroy under confidential conditions
Completed Checklists	5 years *	Destroy under confidential conditions
Correspondence to & from providers	5 years *	Destroy under confidential conditions
Enforcement Action	10 years	Destroy under confidential conditions

* if associated with enforcement action, then 10 years

Sampling (microbiological + chemical. + water + cosmetic)

Record	Retention period	Final Action
Correspondence - Satisfactory - Unsatisfactory	1 year 5 years	Destroy under confidential conditions
Laboratory Reports - Satisfactory - Unsatisfactory	1 years 5 years	Destroy under confidential conditions

* if associated with enforcement action, then 10 years

Calibration

Record	Retention period	Final action
Records*	2 years	Destroy under confidential conditions

* if associated with enforcement action, then 10 years

Alerts (All; Rapex + Rapid etc)

Record	Retention period	Final action
Completed Hard Copy Action Alert Forms *	5 years	Destroy under confidential conditions

* if associated with enforcement action, then 10 years

Outdoor events

Record	Retention period Hard Copy	Final action
Hard Copy contemporaneous inspection notes/checklists *	5 years	Destroy under confidential conditions
Hard Copy files including minutes of meetings, contacts list, attendees etc - *	5years	Destroy under confidential conditions

*if associated with enforcement action, then 10 years

EIA + IPPC + Planning Reports etc

Record	Retention period	Final action
Applications including all attachments (paper + discs etc)	10 years *	Destroy under confidential conditions

Record	Retention period	Final action
Reports on applications received	10 years	Destroy under confidential conditions

Pest Control

Record	Retention period	Final action
Complaints *	10 years	Destroy under confidential conditions
Contemporaneous notes & correspondence *	10 years	Destroy under confidential conditions

*if associated with enforcement action, then 10 years

Tobacco

Record	Retention period	Final action
Premises File	5 years	Destroy under confidential conditions
Contemporaneous Notes (Bound notebook) Contemporaneous Notes (aide memoirs / checklists / loose leaf notebooks)	5 years	Destroy under confidential conditions
Contemporaneous Notes associated with enforcement action;	10 years	Destroy under confidential conditions
Complaints*	5 years	Destroy under confidential conditions
Correspondence reports to premises*	5 years	Destroy under confidential conditions
Written responses from owners*	5 years	Destroy under confidential conditions

* if associated with enforcement action, then 10 years

Internal Audit Records

Record	Period Hard Copy	Final action
Hard Copy Checklists	Until scanned	Destroy under confidential conditions
Reports & Correspondence	7 years	Destroy under confidential conditions

General

Record	Retention period	Final action
Environmental Health Officer work/desk diaries	5 years	Destroy under confidential conditions

8.0

Files created in response to requests for information or complaints under Part 9 of the Health Act.

Record	Retention period	Final action
<p>Complaint files FOI requests Data Protection requests Ombudsman / Information Commissioner requests</p>	<p>It is recommend that a retention period of a maximum of 7 years applies to files created under; the Freedom of Information Acts the Data Protection Acts the HSE complaints procedures following engagement with the Ombudsman, the Ombudsman for Children, the Information Commissioner</p> <p>*Where possible electronic copies of files should be created, therefore avoiding the need to keep the paper copies for the 7 year period</p> <p><u>other than</u></p> <p>-those files created under the Child Care Act 1991 which shall be held in perpetuity -cases still ongoing -cases that involved legal action -cases that create a precedent</p> <p>(It is recommended that a similar policy is applied to non-personal records of this nature)</p>	<p>Destroy under confidential conditions</p>

9.0 Records Retention Periods - Financial Records

Section 886 of the Direct Tax Acts states that the Revenue Commissioners require records to be retained for a minimum period of six years after the completion of the transactions, acts or operations to which they relate.

These requirements apply to manual and electronic records equally.

If under investigation or if litigation is likely, files must be held in original form indefinitely, otherwise hold files for the minimum periods set out below. These retention periods are the suggested time periods for which the records should be held based on the organisation's needs, legal and /or fiscal precedence or historical purposes.

Financial Records	Minimum retention period	Final action
<i>Accounts Payable;</i>		
Batches of Invoices and Vouchers	Hold for current year plus 6 years	Destroy under confidential conditions
Value Added Tax (VAT) Records	Hold for current year plus 6 years	Destroy under confidential conditions
Tax Clearance Certificates	Hold until superseded by a more recent Tax Clearance Cert or for current year plus 6 years from last customer interaction	Destroy under confidential conditions
<i>Accounts Receivable;</i>		
Debtors Ledger	Hold for current year plus 6 years	Destroy under confidential conditions
Income Listings	Hold for current year plus 6 years	Destroy under confidential conditions
Income Control Accounts	Hold for current year plus 6 years	Destroy under confidential conditions
Receipts Reconciliation	Hold for current year plus 6 years	Destroy under confidential conditions
<i>Bank Records;</i>		
Paid Cheques	Hold for current year plus 6 years	Destroy under confidential conditions
Bank Reconciliations	Hold for current year plus 6 years	Destroy under confidential conditions
Bank Statements	Hold for current year plus 6 years	Destroy under confidential conditions
Procurement card and credit card records	Hold all records for 18 months in hard copy. Hold a soft copy of the voucher/receipt for 6 years	Destroy under confidential conditions
<i>Fixed Assets;</i>		
Deeds & Titles of Properties / Assets	Retain indefinitely in original form	Archive
Records of Sales & Purchases of HSE Properties	Retain indefinitely in original form	Archive

<i>Fixed Assets;</i>		
Lease Agreements	Hold for current year plus 6 years after expiration or 13 years if executed under seal	Destroy under confidential conditions
Assets Register	Retain indefinitely in original form	Archive
Depreciation Schedules	Hold for current year plus 6 years	Destroy under confidential conditions
<i>Insurance Records;</i>		
Property Insurance Policies	Retain indefinitely in original form	Archive
Liability Insurance Policies	Retain indefinitely in original form	Archive
Insurance Claim documents	Hold for five years	Destroy under confidential conditions
Incident Report Forms(general)	Hold for ten years	Destroy under confidential conditions
Incident Report Forms(in specific where exposure to physical, biological or chemical agents)	Hold indefinitely in original form	Archive
Accident Reports	Retain indefinitely in original form if they contain personal data, delete personal data after 7 years and retain report only if it has precedent value.	Archive and or Destroy under confidential conditions
<i>Other Records;</i>		
Financial Statements	Retain indefinitely in original form	Archive
Final Budgetary Reports for any year	Retain indefinitely in original form.	Archive
Inventory	Hold for current year plus 6 years	Destroy under confidential conditions
Audit Reports General	Hold for current year plus 6 years	Destroy under confidential conditions
Audit Reports used in the course of a fraud investigation	Hold for 6 years after legal proceedings have been completed	Destroy under confidential conditions
Monthly Income & Expenditure Reports.	Hold for 4 years	Destroy under confidential conditions
Department of Health and Children Circulars and Correspondence	Retain indefinitely in original form	Archive
Patients Private Property Accounts / Client Fund Accounts (Community Residences)	Retain indefinitely in original form or for 7 years after account discontinued at HSE location and audit complete.	Archive and or Destroy under confidential conditions
Internal Financial policies, accounting standards, procedures etc.	Hold in original form until superseded.	Store indefinitely electronically

<i>Other Records;</i>		
Cancelled Cheques	Hold for current year plus 6 years	Destroy under confidential conditions
Travel Claims	Hold for current year plus 6 years	Destroy under confidential conditions
Receipt Books	Hold for current year plus 6 years	Destroy under confidential conditions
Purchase Orders	Hold for current year plus 6 years	Destroy under confidential conditions
Voucher Books	Hold for current year plus 6 years	Destroy under confidential conditions
Delivery Dockets	Hold for current year plus 6 years	Destroy under confidential conditions
Purchase Requisition	Hold for current year plus 6 years	Destroy under confidential conditions
Invitation to Tender documents	Hold for 3 years after award of contract	Destroy under confidential conditions
Suppliers proposals	Hold for 1 year after award of contract	Destroy under confidential conditions
Tender Report	Hold for 4 years	Destroy under confidential conditions
Contract and Contract Management Files	Hold for 2 years after expiry of contract	Destroy under confidential conditions
Payroll		
Taxation records/reports/pension records/calculations, appointment/contract details, pay awards/increments, payscales.	Hold indefinitely (microfilm)	Archive
Authorisations to deduct from pay	Hold until 6 years after employee ceases to be paid	Destroy under confidential conditions
Time Sheets, Clock cards	Hold until 6 years after employee ceases to be paid	Destroy under confidential conditions
Personal information Including changes affecting: name (copy of marriage certificate), address, bank account / details, telephone number, etc.	Only current personal information should be retained and only where necessary. The retention period reflects the current lifespan of the file.	Destroy under confidential conditions
Leave entitlement records (compassionate leave, Study leave, unpaid leave, sick leave, etc)	Only current personal information should be retained and only where necessary. The retention period reflects the current lifespan of the file.	Destroy under confidential conditions

10.0 Decisions regarding the retention and disposal of healthcare records

Healthcare records that have reached their official retention period, should be reviewed under the following criteria, so that ill-considered disposal is avoided. Whenever the schedule is used, the guidelines listed below should be followed.

Recommended retention periods should be calculated from the end of the calendar month following the last entry on the document. The healthcare records manager or designated person should carry out healthcare record reviews in line with the retention and disposal schedule. It is recommended that a multidisciplinary healthcare records users group should be established to provide advice on the retention and disposal of healthcare records. Input from local healthcare professionals should be a key element of the healthcare records management strategy.

Disposal of records

It is vital that the process of record disposal safeguards and maintains the confidentiality of the records. This can be achieved internally or via a HSE approved records shredding contractor, but it is the responsibility of the service to satisfy itself that the methods used provide adequate safeguards against accidental loss or disclosure of the records.

A register of records destroyed should be maintained as proof that the record no longer exist. The register should show:

- name of the file
- former location of file
- date of destruction
- Who gave the authority to destroy the records.

For healthcare records, the register of records destroyed should also include:

- healthcare record number;
- surname;
- first name;
- address;
- date of birth

What is Confidential?

Any record containing personal identifiable information such as name, address, date of birth, PPS Number, employee number, or medical record is deemed confidential. Other records may also be confidential if they contain information about HSE business or finances. Examples of confidential documents include financial records, payroll records, personnel files, legal documents or medical records.

Segregation of confidential waste

Only a minority of documents are confidential, and should be disposed in confidential paper bins or security bags. Alternative paper recycling options should be provided for non confidential paper/magazines.

There are two confidential waste disposal options: on site HSE shredding, or shredding by an approved waste contractor.

- HSE staff may shred confidential records into confetti-like particles using in-house shredders. This shredded paper can be recycled as part of a recyclables collection.
- Bags of confidential records can also be collected for shredding in a shredding contractor's vehicle on-site. All waste contractors must have a Local Authority waste collection permit.

If shredding off-site, confidential waste should be secure until uplift by the shredding contractor. Confidential waste bags/wheelie bins should be exchanged by the shredding contractor, and shredded off-site at an agreed location. If confidential waste is transported off site, documents should never be legible by members of the public.

The HSE Waste Management Policy is available on the Estates page on the HSE intranet at <http://hsetnet.hse.ie>.

Data Protection Breaches

If personal data is inadvertently released to a third party without consent, this may constitute a breach of the Data Protection Acts. If a staff member is aware of a breach or suspected breach of the Data Protection Act they must;

1. Implement the HSE's Breach Management Policy

There are five elements to any data breach management plan:

- Identification and Classification - what information was breached and how sensitive is it?
- Containment and Recovery – minimise the damage and retrieve the data if possible.
- Risk Assessment – what are the potential adverse consequences of this breach?
- Notification of Breach – notify the Area Consumer Affairs Office who will, if required, notify the Data Protection Commissioner.
- Evaluation and Response – aim to establish how the breach occurred and take action to ensure it doesn't occur again.
- Comply with requirements/recommendations of the Data Protection Commissioner's office.

2. Notify their local Area Consumer Affairs Office or in addition, in the event of an ICT breach their local ICT Help Desk. The Consumer Affairs Office can also provide staff with advice, guidance and training on data protection legislation

11.0 Contact details HSE Area Consumer Affairs Offices

HSE Dublin Mid Leinster- Tullamore Office: telephone 057-9357876/fax057-9357881, Naas Office: telephone 045 880494/ fax 1890 200 894.

HSE Dublin North East - Cavan Office: telephone; 049- 4360435/ fax . 049 4360494, Kells Office: telephone; 046- 9280551 / fax : 046- 9249825, Swords Office: telephone 01- 8908728 / fax 01- 8131882

HSE West - Galway Office: telephone 091-775373 / fax 091-775858, Limerick Office; telephone 061- 483286 / fax 061 483350, Donegal Office: telephone; 074- 9189152/ fax 074 9130380

HSE South: - Area Office Kilkenny: telephone 056-7785598/fax 056-7785549; Area Office Cork: telephone 021 4923708/fax 021 4923627

12.0 Summary

This document aims to provide minimum retention periods for the various categories of documents referred to. As circumstances and priorities change it is important that the policy be subject to periodic review.

For further detailed information on records management relating to healthcare records please refer to the HSE Code of Practice for Health Records Management at

http://hsenet.hse.ie/qzczgF3O%2fJGM%2f9CwAmNCIA%3d%3d/eng/staff/Resources/Financial%20Regulations/NFR_8_Retention_of_Financial_Records.pdf?ImportedResourceId=qzczgF3O%2fJGM%2f9CwAmNCIA%3d%3d

and in relation to financial documents please refer to the HSE's *National Financial Regulation Retention of Financial Records* at

http://hsenet.hse.ie/qzczgF3O%2fJGM%2f9CwAmNCIA%3d%3d/eng/staff/Resources/Financial%20Regulations/NFR_8_Retention_of_Financial_Records.pdf?ImportedResourceId=qzczgF3O%2fJGM%2f9CwAmNCIA%3d%3d

Appendix 1 Human Resources detailed document listing

Personnel Records	Recommended Minimum Retention Period	Final action
Third Party Case Files e.g. Rights Commissioner, Labour Court, Employment Appeals Tribunal, Equality Tribunal	7 years from completion of the case.	Destroy under confidential conditions
Investigation files (Dignity at Work, Trust in Care, Disciplinary etc)	7 years from completion of the investigation.	Destroy under confidential conditions
Preliminary Screening (Dignity at Work)	7 years	Destroy under confidential conditions
IR/Trade Union negotiation	Indefinitely	Destroy under confidential conditions
Grievances	7 years from closing of the file.	Destroy under confidential conditions
Pay and conditions (exceptions)	Indefinitely	
Agreements/Circulars	Indefinitely	
Decisions	10 years from issuing of the Decision (for precedent purposes).	Destroy under confidential conditions
General correspondence	7 years from closing of the file.	Destroy under confidential conditions

HR Regional Offices	Recommended Minimum Retention Period	Final action
Decisions	10 years from issuing of the Decision (for precedent purposes).	Destroy under confidential conditions
Census Reports	Indefinite for electronic. 3 years for manual/paper based.	Destroy under confidential conditions
Ad Hoc Reports	7 years	Destroy under confidential conditions
Transfer Applications	7 years	Destroy under confidential conditions

HR Regional Offices	Recommended Minimum Retention Period	Final action
Personnel Files	Once email sent document is deleted as original is stored by Personnel Admin, Merchants Quay. Personnel files to be retained for 7 years after the employees term of service has completed.	Destroy under confidential conditions
Personnel Files generated by Fixed Term Workers (FTW) Act	Once email sent document is deleted as original is stored by Personnel Admin, Merchants Quay. Personnel files to be retained for 7 years after the employees term of service has completed.	Destroy under confidential conditions
Internal Personnel Files - Sick Leave Records and internal issues	Sick leave - 3 years. (Organisation of Working Time (Records) (Prescribed Forms and Exemptions) Regulations, 2001, S.I. 473/2001.) Other absence records 8 years (Parental Leave Acts 1998 and 2006; Carer's Leave Act 2001) Retain for duration of employment, forward to Pensions on retirement. Hold for 7 years.	Destroy under confidential conditions
Contracts	7 years post termination/expiry. Terms of Employment (Information) Act 1994	Destroy under confidential conditions
Annual Leave Records	7 years. (Parental Leave Acts 1998 and 2006; Carer's Leave Act 2001)	Destroy under confidential conditions
Letters	7 years	Destroy under confidential conditions
Requests to return from career break	7 years	Destroy under confidential conditions
Lists of Employees with personal detail due to be subsumed from other agencies	2 years from date of transfer.	Destroy under confidential conditions
Data Quality Staff Lists	1 year	Destroy under confidential conditions
GP Competition Files	6 years or expiry of panel	Destroy under confidential conditions
Expression of Interest Files	1 year	Destroy under confidential conditions

HR Regional Offices	Recommended Minimum Retention Period	Final action
AEMG Process	3 years	Destroy under confidential conditions
Acting / Misc Allowances	3 years	Destroy under confidential conditions
Probations	3 years	Destroy under confidential conditions
HR Forms	5 Years	Destroy under confidential conditions
Electronic reports such as Census, Absence, Starters & Leavers	Indefinitely	
Personnel Files	Retain for duration of employment. Forward to Pensions Section on retirement of staff member. Hold for 7 years.	Destroy under confidential conditions
Competition Files	6 years or to the expiry date of the panel.	Destroy under confidential conditions
Appointment Letters	6 years or to the expiry date of the panel	Destroy under confidential conditions
Contracts	7 years post termination/expiry. Terms of Employment (Information) Act 1994.	Destroy under confidential conditions
Decision Orders	7 years post decision.	Destroy under confidential conditions
Statement of Employee Status	On personnel file. Retain for duration of employment. Forward to Pensions Section on retirement of staff member. Retain for 7 years.	Destroy under confidential conditions
Resignations	7 years post resignation. Forward to Pensions Section resignation retirement of staff member	Destroy under confidential conditions
Transfers	7 years	Destroy under confidential conditions
AMEG submissions/decisions	3 years	Destroy under confidential conditions
Individual correspondence to Queries	7 years from close of file.	Destroy under confidential conditions

HR MQ National HR Services	Recommended Minimum Retention Period	Final action
IR Files	7 years	Destroy under confidential conditions
Ethics in Public Office Records	5 years in hard copy format only. Accessed by CEO only.	Destroy under confidential conditions
Contracts of Employment	7 years post termination/expiry. Terms of Employment (Information) Act 1994.	Destroy under confidential conditions
Bike to Work Scheme Records	5 years	Destroy under confidential conditions
Travel Pass Scheme Records	3 years	Destroy under confidential conditions
Incident Report Book	10 years	Destroy under confidential conditions
Minutes of meetings with Management Company	7 years	Destroy under confidential conditions
PRSI Project files	4 years	Destroy under confidential conditions
SAP HR Records	Indefinite where required for pensions/benefits purposes.	

Superannuation Office MQ National HR Services	Recommended Minimum Retention Period	Final action
Pensioner File	7 years after the death of the pensioner	Destroy under confidential conditions
Retirement Forms	7 years after the death of the pensioner	Destroy under confidential conditions
Birth, Marriage, Cert & Death Certs	7 years after the death of the pensioner	Destroy under confidential conditions
Pension Adjustment Order	7 years after the death of the pensioner	Destroy under confidential conditions
Divorce Certs	7 years after the death of the pensioner	Destroy under confidential conditions
Confirmation of Service	7 years after the death of the pensioner	Destroy under confidential conditions
Payroll Reply	7 years after the death of the pensioner	Destroy under confidential conditions
Calculation Sheets	7 years after the death of the pensioner	Destroy under confidential conditions
Decision	7 years after the death of the pensioner	Destroy under confidential conditions
Letter	7 years after the death of the pensioner	Destroy under confidential conditions

Superannuation Office MQ National HR Services	Recommended Minimum Retention Period	Final action
Overpayment Form	7 years after the death of the pensioner	Destroy under confidential conditions
Last Payslip	7 years after the death of the pensioner	Destroy under confidential conditions
Checklist	7 years after the death of the pensioner	Destroy under confidential conditions
Probate	7 years after the death of the payee	Destroy under confidential conditions
Spouse/widows/orphans/children ceasing full time education	7 years after the death of the payee	Destroy under confidential conditions
Ill Dependent	7 years after the death of the payee	Destroy under confidential conditions
Refund File	7 years after the death of the pensioner	Destroy under confidential conditions
HR 106	7 years after the death of the pensioner	Destroy under confidential conditions
Letter/Application form requesting refund	7 years after the death of the pensioner	Destroy under confidential conditions
Confirmation of Service	7 years after the death of the pensioner	Destroy under confidential conditions
Decision	7 years after the death of the pensioner	Destroy under confidential conditions
Voucher prepared for payment	7 years after the death of the pensioner	Destroy under confidential conditions
Preserved Benefit File	7 years after the death of the pensioner	Destroy under confidential conditions
HR 106	7 years after the death of the pensioner	Destroy under confidential conditions
Confirmation of Service	7 years after the death of the pensioner	Destroy under confidential conditions
Calculation	7 years after the death of the pensioner	Destroy under confidential conditions
Preserved Benefit Statement	7 years after the death of the pensioner	Destroy under confidential conditions
Temporary Service Files	7 years after the death of the pensioner	Destroy under confidential conditions
Service History Form	7 years after the death of the pensioner	Destroy under confidential conditions
Requests sent for Verification of service	7 years after the death of the pensioner	Destroy under confidential conditions
Replies of verification	7 years after the death of the pensioner	Destroy under confidential conditions
Bills issued	7 years after the death of the pensioner	Destroy under confidential conditions
Copies of cheques	7 years after the death of the pensioner	Destroy under confidential conditions

Superannuation Office MQ National HR Services	Recommended Minimum Retention Period	Final action
Copies of receipts	7 years after the death of the pensioner	Destroy under confidential conditions
Pension Benefit Statements	7 years after the death of the pensioner	Destroy under confidential conditions
Request for statement	7 years after the death of the pensioner	Destroy under confidential conditions
Service History	7 years after the death of the pensioner	Destroy under confidential conditions
Payroll Reply	7 years after the death of the pensioner	Destroy under confidential conditions
Pension Benefit Statement issued	7 years after the death of the pensioner	Destroy under confidential conditions
External Verification	7 years after the death of the pensioner	Destroy under confidential conditions
Request for verification	7 years after the death of the pensioner	Destroy under confidential conditions
Confirmation of service	7 years after the death of the pensioner	Destroy under confidential conditions
Reply issued	7 years after the death of the pensioner	Destroy under confidential conditions

Health and Safety Office National HR Services	Recommended Minimum Retention Period	Final action
Staff Personnel Files	Retain for duration of employment – forward to Pensions on retirement. Hold for 7 years after the death of the pensioner.	Destroy under confidential conditions
Training Records Hard Copies and Files	Indefinitely	
Training Records IT Sap System (Training and Events)	Indefinitely	
Accident / Incident Investigation Report Forms	10 years from date of accident if no claim made in interim.	Destroy under confidential conditions
HR/ Health and Safety Investigation Reports	10 years from date of accident if no claim made in interim.	Destroy under confidential conditions

Health and Safety Office National HR Services	Recommended Minimum Retention Period	Final action
<p>Routine Health and Safety Monitoring Reports (eg. Monitoring of Anaesthetic Gasses)</p>	<p>Risk assessment records and maintenance records of workplace equipment should be retained indefinitely.</p> <p>List of employees engaged in activities which have a risk of exposure to carcinogens and mutagens and detailing exposure levels should be retained for at least forty years following the end of the exposure. This list should be given to the Health and Safety Authority if the risk no longer remains or if the organisation no longer employs such employees.</p> <p>Health surveillance and health and exposure records for employees who may be exposed to hazardous chemical agents should be retained indefinitely.</p> <p>Health registers in respect of employees who are exposed to asbestos should be retained for at least forty years.</p>	<p>Destroy under confidential conditions</p>

National Personnel Administration	Recommended Minimum Retention Period	Final action
Personnel File	Retain for duration of employment. On retirement or resignation, hold for six years, but retaining service records for superannuation/pension purposes. Destroy the remainder. The forms listed below are the types of forms on a personnel file(with exception of disciplinary records) Hold for 7 years after employment then forward to Pensions Department. Hold in Pensions Department for 7 years after the death of the pensioner.	Destroy under confidential conditions
HR101 Employee set up form	As per Personnel File above.	Destroy under confidential conditions
HR102 Change to Employee Terms and Conditions	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR103a Long Term Acting Up form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR 103b Short Term Acting Up form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR104 Change of Personal Details form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR105 Career Break form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR106 Leaving form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

National Personnel Administration	Recommended Minimum Retention Period	Final action
HR107a Retirement form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR107b Pension Dependents Application form	As per Personnel File above. 7 years or 7 years or duration of employment, pension and hold for 7 years after death of pensioner duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108a Adoptive Leave form	As per Personnel File above.	Destroy under confidential conditions
HR108b Annual Leave Anticipation form	As per Personnel File above. 7 years	Destroy under confidential conditions
HR108c Carers Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108d Compassionate Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108e Examination Leave form	As per Personnel File above. 7 years or duration of employment,	Destroy under confidential conditions
HR108f Force Majeure form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108g Health and Safety Leave form	As per Personnel File above. 7 years	Destroy under confidential conditions
HR108h Jury Service Leave form	As per Personnel File above. 7 years or duration of employment,	Destroy under confidential conditions
HR 108i Maternity Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

National Personnel Administration	Recommended Minimum Retention Period	Final action
HR108j Parental Leave Application form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108l Reserve Defence Forces Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108m Serious Physical Assault Scheme Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108n Special Leave on Marriage form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108o Special Unpaid Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108p Study Leave form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR108q Trade Union Leave form	As per Personnel File above. 7 years or duration of employment	Destroy under confidential conditions
HR108r Carry Over of Annual Leave form	As per Personnel File above. 7 ye 7 years or duration of employment,	Destroy under confidential conditions
HR109 Term Time form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR110 Nominal Pay Application form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

National Personnel Administration	Recommended Minimum Retention Period	Final action
HR111 Flexible Working Application form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR112a Injury Grant Calculation form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR112 Injury Grant Application form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR114 Pension Rate of Pay Application form	Not Applicable	
HR115 Shorter Working Year Scheme Application form	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR116a Rapid Response Corps-Employer Agreement form	As per Personnel File above. 7 years or duration of employment, pension.	Destroy under confidential conditions
HR116b Rapid Response Corps-Leave notification	As per Personnel File above. 7 years or duration of employment and pension file.	Destroy under confidential conditions
Increment Report	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Incremental Credit Letter	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Pay Review Request	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Verification of Service History Form A	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

National Personnel Administration	Recommended Minimum Retention Period	Final action
Verification of Service History Form B	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Probation Report Form	As per Personnel File above. 7 years or duration of employment,	Destroy under confidential conditions
Change Of PRSI Class Request	As per Personnel File above. 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
HR Decisions	As per Personnel File above 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

Succession Planning	Recommended Minimum Retention Period	Final action
Staff Personnel Files	As per Personnel File above	Destroy under confidential conditions
SKILL Participants Files	Hold until superseded for 5 years for reference	Destroy under confidential conditions
SKILL Records (Financial)	6 years	Destroy under confidential conditions
Staff Training Records	5 years	Destroy under confidential conditions
FOI Records	7 years	Destroy under confidential conditions
Workforce reports	5 years	
Workforce Planning matters	Hold until superseded for 5 years for reference	Destroy under confidential conditions
HSEland	Hold until superseded for 5 years for reference	Destroy under confidential conditions

Staff Support	Recommended Minimum Retention Period	Final action
Client Reports	7 years	Destroy under confidential conditions

National Recruitment Services	Recommended Minimum Retention Period	Final action
NRS Applications for campaigns (including General Declaration)	6 years or to the expiry date of panel	Destroy under confidential conditions
Candidates not short listed	6 years or to the expiry date of panel	Destroy under confidential conditions
Candidates short listed but not successful	6 years or to the expiry date of panel	Destroy under confidential conditions
Short listing criteria	6 years or to the expiry date of panel	Destroy under confidential conditions
Competition Files	6 years or to the expiry date of panel	Destroy under confidential conditions
Note Taking Sheets	6 years or to the expiry date of panel	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Applications & Curriculum Vitae of candidates who are called for interview	6 years or to the expiry date of panel	Destroy under confidential conditions
Candidates not qualified or short listed	6 years or to the expiry date of panel	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Candidates short listed but not successful at interview or are successful but do not accept offer	6 years or to the expiry date of panel	Destroy under confidential conditions
Interview board marking sheet and interviewers notes	6 years or to the expiry date of panel	Destroy under confidential conditions
Applications & Curriculum Vitae of candidates who are offered and take up a post together with the following;	Held for pension purposes	Destroy under confidential conditions
References	[See "Personnel File" above] 7 years or duration of employment	Destroy under confidential conditions
Pre-employment medical reports	Duration of employment	Destroy under confidential conditions
Recruitment Medical - confirmation of fitness/ not fit for post offered	3 years	Destroy under confidential conditions
File Cover Sheet	[See "Personnel File" above] 7 years or duration of employment,	Destroy under confidential conditions
Job order,	[See "Personnel File" above] 7 years or duration of employment	Destroy under confidential conditions
Jjob spec,	n/a	
Email details of expression of interest, job offer and acceptance of the job offer	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
New-starter email to manager and cc to local HR	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Induction Letter	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Application form	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Copy of eligibility criteria (if shortlisting applied)	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Copy of interview marks	7 years	Destroy under confidential conditions
Copy of interview notes	7 years	Destroy under confidential conditions
Relevant qualifications which may include registration	[See "Personnel File" above]	Destroy under confidential conditions
Birth Cert	3 years	Destroy under confidential conditions
ID such as driving licence	3 years	Destroy under confidential conditions
Passport	3 years	Destroy under confidential conditions
Marriage Certificate (if appropriate)	3 years	Destroy under confidential conditions
Referral email to Occupational Health	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Fit slip (or otherwise) from Occupational health	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
References	7 years.	Destroy under confidential conditions
Details of previous service including salary point, incremental credit, etc	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Posts which require driving, such as EMTs, copy of driving licence and penalty points will be obtained	[See "Personnel File" above] 7 years or duration of employment,	Destroy under confidential conditions
Details of risk assessment, if relevant (other than Garda Vetting)	[See "Personnel File" above] 7 years or duration of employment,	Destroy under confidential conditions
HR documentation including the HR 101 form which has candidate's personal details including bank details for payroll purposes and the Pension Related Deduction Form	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Copy of Contract of Employment	[7 years	Destroy under confidential conditions
Contract of Employment Letter	7 years	Destroy under confidential conditions
Other correspondence e.g. emails between the candidate and contracting or contracting and hiring manager regarding referees, start dates, etc.	3 years	Destroy under confidential conditions
Landline	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Mobile phone numbers	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Email addresses for referees	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Email addresses for line managers	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Job withdrawal template	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Appeal details/arbitrator report	7 years.	Destroy under confidential conditions
General Declaration (Existing Employees)	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Statutory Declaration	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Overseas Police Clearances	[See "Personnel File" above] 7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Contract of employment / Job specification	7 years or duration of employment, pension and hold for 7 years after death of pensioner	Destroy under confidential conditions
Calculations relating to incremental credit	As personnel file	Destroy under confidential conditions
Point on scale at appointment	As personnel file	Destroy under confidential conditions
Job logs for various disciplines: Nursing, Allied Health Professionals, Support Services, Medical & Dental, Management	As personnel file	Destroy under confidential conditions
Panels	As personnel file	Destroy under confidential conditions
Various local inherited panels	7 years	Destroy under confidential conditions
Appeals Database	7 years	Destroy under confidential conditions
Appeals Correspondence	7 years	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Appeals Correspondence	7 years	Destroy under confidential conditions
References	6 years or expiry of panel	Destroy under confidential conditions
Details of risk assessment, if relevant	6 years	Destroy under confidential conditions
Contract of Employment	7 years	Destroy under confidential conditions
Contract of Employment Letter	Centrally held by NRS for duration of employment	Destroy under confidential conditions
In the case where a post is withdrawn from a candidate, the job withdrawal template, and any appeal details/arbitrator report will also be held on the file.	Centrally held by NRS for 7 years, personnel file held for duration of employment – pensions 7 years after death of pensioner	Destroy under confidential conditions
Completed Application Forms	Centrally held by NRS for 7 years, personnel file held for duration of employment – pensions 7 years after death of pensioner	Destroy under confidential conditions
Supporting Documentation (Scan of Work Permit, GNIB cards, Passport with Visa / permission to reside, particular driving licence – where relevant)	6 years or expiry of panel	Destroy under confidential conditions
Informal Appeal from Candidate	6 years or expiry of panel	Destroy under confidential conditions
Response to appeal	7 years or duration of employment.	Destroy under confidential conditions
Spreadsheet containing candidate contact details, education, current employer, eligibility, eligibility outcome, interview scores, order of merit	6 years or to the expiry date of panel	Destroy under confidential conditions

Staff Personnel Files	Recommended Minimum Retention Period	Final action
Invitation to Interview letters, reminders, cancellations	6 years or to the expiry date of panel	Destroy under confidential conditions
Success letters	6 years or to the expiry date of panel	Destroy under confidential conditions
Regret letters	6 years or to the expiry date of panel	Destroy under confidential conditions

Occupational Health	Recommended Minimum Retention Period	Final action
Health Screening reports	Indefinitely	
Garda Vetting Application forms	Original application forms go to and are held by the Garda Vetting Unit (NRS) only. No application forms should be held at local level. Confirmation notices are held at local level. 7 years.	Destroy under confidential conditions
Garda Vetting Disclosures	1 Year (keep number and date)	Destroy under confidential conditions
Garda Vetting Application forms processed by GCVU	1 Year	Destroy under confidential conditions
Garda Vetting Disclosures processed by Garda Vetting Unit for 3 rd party organisations	1 Year	Destroy under confidential conditions
Garda Vetting Risk Assessment successful applicants	This information should only be retained for 1 year in compliance with the Data Protection Commissioner Code of Practice and deleted after 1 year	Destroy under confidential conditions
Garda Vetting Risk Assessment unsuccessful applicants	1 Year	Destroy under confidential conditions
Garda Vetting Confirmation Notices	1 Year	Destroy under confidential conditions