

# WATERFORD INSTITUTE OF TECHNOLOGY RECORDS RETENTION SCHEDULE

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## 1. Director's office

<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
General Information Files containing a wide range of materials pertinent to the operation and interest of the Director's office	3 years
Circular letters and Government Reports	Permanently
<b><i>Senior Management Team</i></b>	
Approved minutes of meetings and supporting documentation for the following committees: Executive Board, Planning Coordinating Group (PCG), Capital Development Focus Group (CDFG) and Management Coordinating Forum (MCF)	Permanently

## 2. Strategic Planning office

Strategic Plans	Permanently

### 2.1. Quality Manager

Strategic Plans	See Director's office
<b><i>Quality Assurance</i></b>	
Signed minutes of meetings, backup materials	Permanent
Procedure & guideline document master copies and approval records	Permanently

### 3. Office of the Registrar

#### 3.1. Academic Affairs

<i>Documents/Records</i>	<i>Retention Requirement</i>
General Information Files containing a wide range of materials pertinent to the operation and interest of the Registrar's office	3 years
New course approvals, process and reports	Duration of course + 5 years
Circular letters and Government Reports	Permanently
Department of Education THAS Figures	Permanently
External examiners reports, lists of contracts, reports, payments, etc.	5 years
Documents and correspondence relating to litigation or disputes which have been completed or settled	3 years. However, if the dispute or litigation were with a member of staff or student, it will not be destroyed for 3 years after the member of staff or student ceased to be such.
Prospectus, Student Handbooks, Graduation Booklets	Permanently

#### 3.2. Academic Council

<i>Documents/Records</i>	<i>Retention Requirement</i>
Signed minutes of meetings	Permanently
Backup material of Academic Council meetings, its sub committees and working groups	
Correspondence to Academic Council	5 years
Correspondence from Academic Council to all staff	1 year

#### 3.3. Student Affairs

<b>3.3.1. Admissions</b>	
<i>Documents/Records</i>	<i>Retention Requirement</i>
CAO Non-Standard application forms (registered)	5 years
CAO Non-Standard application forms ( not registered)	1 year
Direct Applications - (not recommended)	1 years
Direct Applications - (recommended but not registered)	1 years
Direct Applications - (registered)	1 years
Registration Forms and any back-up material	2 years
<b>3.3.2. Student Records</b>	
<i>Documents/Records</i>	<i>Retention Requirement</i>
Including name, address, date of birth, next of kin, socio economic background, places of employment, type of employment, etc	Permanently, if there is a business reason to do so

Student Personal files	duration of course + one year
<b>3.3.3. Fees and Grants</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Documentation relating to student fees	7 years
Documentation relating grants/scholarships/financial aid/wave of fees including eligibility, attendance reports, bank reconciliation, etc. (Database)	7 years
<b>3.3.4. Examinations</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Examination entries	2 years
Examination results - broadsheets	Permanently
Examination Appeals documentation	2 years after student ceases to be a student provided no litigation is contemplated
Examination claim sheets for the correction of scripts	7 years
Examination invigilators - lists and general correspondence.	Updated on ongoing basis
Examination invigilators - claims	7 years

### 3.4. Computer/MIS/Telephone Systems

<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Network account usernames	1 year after the individual has left the Institute
Internal staff details on email and telephone systems	1 year after the individual has left the Institute
Web proxy logs	1 week
Finance and budgetary	Originals kept in Finance office no need for duplication

### 3.5. Sports and Recreation

<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Information regarding active sports clubs, participants, coaches	3 years
Funding and expenditure	7 years
Sports Scholarship information – criteria, application forms, updated information on existing scholarship recipients, funding of scholarships	7 years

### 3.6. CHART office

<b>3.6.1. Counselling</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Confidential student records, case notes, assessment reports and recommendations.	7 years
<b>3.6.2. Disability Office</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Confidential student funding applications, case notes, assessment reports and recommendations.	1 year (June 30th is considered to be the end of year) after the student has finished the programme for which she/he was initially registered with the Disability Office, WIT as a student with a disability
Statistics on students with special needs	5 years
Copies of returns to national office	1 year
General correspondence (not relating to student files)	1 year
Psycho-Educational Assessments	5 years from date of assessment. Destruction of records takes place in June and January of appropriate years
<b>3.6.3. Health Service</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Medical records for students who attended Student Health Unit	10 years
Medical Records for staff who attended Student Health Unit	10 years
Accident report forms for students and staff	10 years
Annual reports	Permanently
<b>3.6.4. The Chaplaincy Service</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Financial statistics	Originals kept in Finance office please do not keep duplicates
Records relating to Safe Fund	5 years
General correspondence	3 years
<b>3.6.5. Careers office</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Job applications	1 year
First destination statistics of graduates	Permanently
Employer database – list of employers who contact the Careers Service with job opportunities for graduates	Updated each year

#### 4. Office of the Secretary/Financial Controller

<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Tender documentation	15 years
Insurance documentation	15 years
Capital projects files	Permanently
Department of Education budget files and correspondence	Permanently
Signed financial statements and audit reports	Permanently
Final operating programme and budgets	Permanently
Internal audit reports	Permanently
Legal documents and correspondence	Permanently
Governing Body - Minutes of meetings, backup materials, official correspondence.	Permanently

#### 4.1. Human Resources Department

<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Personal Records - employment history, qualifications, training, salary increments, appointment details, medical certificates, leave of absence, birth certificates, staff development, etc.	Duration of employment + six years
Documentation regarding litigation or dispute with a member of staff	3 years after the member of staff ceased to be such.
Administration - staff structures, letters, circulars, pay scales, allowances from the Department of Education and Science	Permanently
<b>4.1.1. Recruitment</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Application forms and any other documentation in respect of applicants who are not offered positions	12 months after advertisement closing date. (Applicants should be informed of this)
Copy of public advertisement, job description, schedule of interviews, short listing criteria and recruitment screening form	3 years after the appointment has been affected unless litigation were contemplated.
<b>4.1.2. Superannuation</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Superannuation - Certificates of Service, department returns, superannuation schemes, salary details, benefit statements	Permanently

## 4.2. Finance Department

<b>4.2.1. Payroll</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Expense Payments Made (Held Electronically)	15 years
Payslips (Held Electronically)	Permanently
Weekly Payments and related documentation and reports	15 years
Monthly Payments and related documentation and reports	15 years
Expenses Runs - related documentation and reports	15 years
Revenue Returns - P30's, P35's	Permanently
Creditor Payments	15 years
Deduction Authorisations (3rd Party)	10 years
Budgets	10 years
Details of Manual Arrears	15 years
Part Time Hour Claim forms	15 years
Interface to Accounts and related documentation	10 years
Pay Scales and Travel Rates	Permanently
Circulars	Permanently
<b>4.2.2. Accounts</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Purchase orders. (copy)	3 years
Purchase invoices. Paid and unpaid (paid are filed per payment run)	15 years
Copies of all fee refunds	7 years
Copies of all student assistance	15 years
Copies of weekly payment runs	15 years
Prompt payment weekly interest calculations	15 years
Monthly creditors statements	7 years
Bank statements	15 years
Bank correspondence	15 years
Bank reconciliation records	7 years
Correspondence from Dept of Education re all E.F.T transfers	7 years
Monthly cashflows as submitted to the Dept of Education	7 years
Copies of Vat 3 returns, withholding tax returns and subcontractors returns.	15 years
Deposit interest certificates	7 years
Files on all capital projects.	Permanent
Fixed asset files	Permanent
Audit files as prepared for the comptroller and auditor general	7 years
Monthly governing body financial reports	Permanent
Working files for pay and non- pay expenditure for operating programme budgets	5 years
T.L.T. returns	7 years
Monitoring reports	7 years
Miscellaneous Internal budget reports (pay and non-pay)	3 years
All financial claims as regards the nursing course to the Dept of Health	7 years
Copies of financial procedures	Permanent
Interim and final financial reports submitted to awarding bodies	Permanent
Accumulate Surplus and commitments reports	7 years
Financial reports for student assistance and disability reports.	15 years

## 5. The Development Office

<i>Documents/Records</i>	<i>Retention Requirement</i>
International and European office direction and control	5 years
Postgraduate Diploma and Master level courses run jointly with other Third Level Institutions in Ireland or Internationally	5 years
Intellectual Property Rights	Permanently

### 5.1. International Office

<i>Documents/Records</i>	<i>Retention Requirement</i>
European Union Programmes such as Socrates and Leonardo	5 years
Enrolment records for EU and non-EU students	5 years
Financial agreements for ERASMUS programmes applications to programmes	5 years
Applications to programmes	2 years

### 5.2. Postgraduate Office

<i>Documents/Records</i>	<i>Retention Requirement</i>
Postgraduate Marketing/Advertising Details	5 years
Postgraduate Fair Details	Permanently
Postgraduate Purchase Orders	5 years
Library Research Postgraduate Workspace Allocation	3 years
Research Postgraduate – Graduate Exit Survey	Permanently
Postgraduate Fee Details	Permanently

### 5.3. Library

<i>Documents/Records</i>	<i>Retention Requirement</i>
Library materials – standards, reports, archives	Permanently

## 6. Physical Structure and Development Office

### 6.1. Estates Office

<b>6.1.1. Maintenance</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Final Drawings/Plans	Permanently
Requisitions, Quotations	2 years
Maintenance requests and records	2 years
Copies of Invoices for purchases	2 years
<b>6.1.2. Event Management</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Bookings and Space Allocation Records	3 years
Facilities hire, contracts and bookings	3 years
<b>6.1.3. Portering and Cleaning</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Cleaning Internal and External service reports and invoices	2 years
Cleaning Schedules	2 years
<b>6.1.4. Access Control</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Access granted to buildings	Permanently or until Staff member leaves
<b>6.1.5. Security</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Security contract	7 years or until new tender awarded
Correspondence	7 years or until new tender awarded
Details of incidents	7 years or until new tender awarded
<b>6.1.6. Energy Management</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Energy Management Files	3 years

<b>6.1.7. Space Deployment Committee</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Signed minutes of Space Deployment Committee with relevant backup documentation	2 years
<b>6.1.8. Campus Watch</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Minutes of meetings	3 years
Leaflet	Permanently
<b>6.1.9. Health &amp; Safety</b>	
<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Health & Safety within the Institute.	Permanently

## **6.2. Capital Projects Office**

<b><i>Documents/Records</i></b>	<b><i>Retention Requirement</i></b>
Major capital works and minor works	7 years
Tender documentation, tender reports, minutes of site meetings, contract correspondence, contract's safety files	Permanently
Applications of Interest	1 year
Funding for buildings from public, private and foundation sources	7 years

## 7. Research & Innovation Office

### 7.1. Research Office

<i>Documents/Records</i>	<i>Retention Requirement</i>
Information on Research Programmes available/Calls for applications	5 years

### 7.2. External Services Office

<i>Documents/Records</i>	<i>Retention Requirement</i>
Institute - Industry interaction including all documents related to consultancy and applied research projects	5 years
Customised Training/Training for industry Records	5 years
Applications for Research or other Funding (unless otherwise recommended by specific funding organisations)	7 years
All documents related to the management and operation of Enterprise Platform Programmes	7 years
Campus Companies and the commercialisation of research - Legal documentation	Permanently
Campus Companies and the commercialisation of research - Financial documentation	7 years
Campus Companies and the commercialisation of research - General correspondence	3 years
Institute - Industry interaction	3 years
Development of Incubator Centres for technology start-up companies	Permanently
All documentation related to the management and operation of Incubator Units	Permanently

## 8. Academic Schools and Departments

There are six schools in WIT namely: Humanities, Business, Science, Engineering, Health Sciences and Education. The following list of records applies to all schools unless specified.

<b>Documents/Records</b>	<b>Retention Requirement</b>
School publications	Permanently
Minutes of meetings - (School and Department meetings including all committees)	4 years (unless HETAC requires otherwise)
Financial and Budgetary Information	Originals kept in Finance office please do not keep duplicates
Staff expenses (such as travel claims etc. entered on the ESS system)	10 years
Exam Payment Claim Forms	10 years
Part-time hours	Originals kept in Finance office please do not keep duplicates
Timetables	5 years
Staff lists, addresses and contact numbers	Originals kept in HR office. No need for duplicates
Correspondence, documentation and reports from external bodies	5 years
Student attendance records	Records not retained
NCEA/HETAC Programmatic Review documents	Originals kept in Registrar's office. No need for duplicates
Course submission documents (Should match Quality Doc)	5 years
Course schedule (Should match Quality Doc)	5 years
Course Review (Should match Quality Doc )	5 years
Course Board Minutes (Should match Quality Doc )	5 years
Non-pay budget details	3 years
Student correspondence	5 years
CE3's (Course changes document)	5 years
Continuous Assessments	12 months (if not returned to student)
Past examination papers	2 years
Examination solutions (filed with examination papers)	2 years
Examination scripts	12 months
Nursing Portfolios	Permanently
Attendance records – Nursing students	10 years
Social Care Portfolios	12 months (as per exam scripts)
Green and white sheets (breakdown of student results – includes continuous assessment and final exam)	5 years