

Records Retention Schedule

St Corbans BNS

Retention of Records

In order to comply with this legal requirement, the Board of Management of St Corbans has assigned specific responsibility and introduced procedures for ensuring that files are purged regularly and securely and that personal data is not retained any longer than is necessary. All records will be periodically reviewed in light of experience and any legal or other relevant indications.

Information Stored in St Corbans

Pupils: Information in hard copy on Pupils is mainly held in a Pupil's Classroom File in a filing cabinet in each classroom, a Pupil's Special Education File in a filing cabinet in Room 51, if applicable, and a Pupil's Main File in the Main Office. This information is retained in these files while the pupil is attending St Corbans. When a pupil leaves his files are gathered together, put into his Main Pupil File and stored in the File Room. Information about individual pupils may also be recorded in the following: Accident Report Books, Incident Report Books, Signing-In/Signing-out Book in Main Office, Individual Incident/Accident Files in the Principal's Office. Information in digital form on Pupils is mainly held on Aladdin Information Management System, Primary Online Database, on the School Accounts Package.

Staff Members: Information on Staff Members is mainly held in hardcopy in the individual Staff Member's File in the Principal's Office. These are held in the Principal's Office while the staff member is employed at the school. Once the staff member has left the school the Staff Member's file is archived in the School File Room. Information on Staff Members is also held in digital form on esinet.ie (record of absences, Online Claims System).

Board of Management: Information about Board of Management decisions and procedures are held in the Board of Management Minute Book in the Principal's Office. Old Minute Books are also retained in the Principal's Office.

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15/11/19

Student Records	Expectations on Primary Schools	Final disposition	Agreed school procedures
Registers/Roll books	Retain indefinitely	Retained indefinitely	Retained indefinitely. Old Roll Books and Registers stored in the Strong room. Archived. Current Roll Book is digital and is retained on Aladdin electronically. Yearly hardcopy kept in Secretary's Office
Pupil Application information	Retain indefinitely	Retained indefinitely in digital format	Information stored on POD (Primary Online Database) Aladdin Information held on Pupil Main File while pupil is in the school. Archived to school File Room when pupil leaves the school.
Pupil Enrolment Information	Retain indefinitely	Retained indefinitely in digital format	Information stored on POD (Primary Online Database) Information held on Pupil Main File while pupil is in the school. Archived to school File Room when pupil leaves the school.
Standardised Test Results	Retain indefinitely	Retained indefinitely	Records of class level results retained in hardcopy in a File in the Principal's Office. Records of each individual pupil retained on Aladdin Information Management System and test booklet covers held on Pupil Classroom Files. Last test booklet held for one year for analysis if needed. Records of results recorded on esinet.ie and retained by DES on esinet.ie.

Records relating to pupils/students	Expectations on Primary Schools	Final disposition	Agreed school procedures
Enrolment Forms	Student reaching 18 years + 7 years	Confidential shredding	Stored on Pupil Main File in Main Office while pupil is attending the school. Once pupil has left the school it is kept in locked File Room. Maintained on Pupil Main File here until he reaches 18 years of age plus 7 years. Information from this form inputted on Aladdin and on POD.
Student transfer forms (Applies from primary to primary; from primary to second level at end of 6 th class)	If a form is used- Student reaching 18 years + 7 years	Confidential shredding	Stored on Pupil Main File in Main Office while pupil is attending the school. Once pupil has left the school it is kept in locked File Room. Maintained on Pupil Main File here until he reaches 18 years of age plus 7 years.
Disciplinary notes	Never destroy	N/A	Stored on Pupil Main File in Main Office while pupil is attending the school. Once pupil has left the school it is kept in locked File Room. Maintained on Pupil Main File indefinitely. Notes of Serious incidents may be kept on separate file in Principal's Office.
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)	Student reaching 18 years + 7 years	Confidential shredding	Stored on Pupil Classroom File in each classroom while pupil is attending the school. Once pupil has left the school it is added to his Main File and kept in locked File Room. Maintained on Pupil Main File here until he reaches 18 years of age plus 7 years. Test results may also be recorded on Aladdin.
End of year reports	Student reaching 18 years + 7 years	Confidential shredding	Stored on Pupil Classroom File in each classroom while pupil is attending the school. Once pupil has left the school it is added to his Main File and kept in locked File Room. Maintained on Pupil Main File here until he reaches 18 years of age plus 7 years. Also stored on Aladdin.

Records of school tours/trips, including permission slips, itinerary reports	Never destroy	Retained indefinitely	Stored on Pupil Classroom File in each classroom until end of year and then shredded. Serious incidents on tours may require the permission to be retained on file and a report given to Principal. Once pupil has left the school it is added to his Main File and kept in locked File Room. Maintained on Pupil Main File here indefinitely.
Permission slips/consent forms for school tours are retained until the end of the year. If there are no incidents these are destroyed. Permissions may be recorded on Aladdin.	Never destroy	Retained indefinitely	Stored on Pupil Classroom File in each classroom for the current year. Once pupil has left that class it is shredded. In serious cases it may be placed on his main file or in a special file in Principal's Office. Maintained on Pupil Main File here until he reaches 18 years of age plus 7 years. This information is also stored on Aladdin. Pupil late arrival or early leaving is recorded on Aladdin and in the Sign-in/Sign-out Book in the Main Office.
Notes from Parents around reasons for pupil absences, late arrival or early leaving	Never destroy	Retained indefinitely	Recorded in the Incident Book which is held in the Main Office. Old Incident Books are archived in the Principal's Office
Incidents relating to Pupils	Never destroy	Retained indefinitely	Recorded in the Pupil Accident Book which is held in the Main Office. Old Accident Books are archived in the Principal's Office. An Accident Report form may be filled out in the case of serious accidents.
Accidents involving Pupils	Never destroy	Retained indefinitely	Once pupil has left the school it is kept in locked File Room. Maintained here until he reaches 18 years of age plus 7 years.
Pupil Main File – Archived once he leaves the school. (Application & Enrolment Docs, Copy of birth Cert, End of Year Reports, legal documents, outside assessments and reports, exemption from Irish cert,	Student reaching 18 years + 7 years	Confidential shredding	Information also retained on Aladdin and on POD.

Sensitive Personal Data Students	Expectations on Primary Schools	Final disposition	Agreed school procedures
Psychological assessments	Indefinitely	Never destroy	Stored on Pupil Main File in Main Office or Special Education File in S1 while pupil is attending the school. Once pupil has left the school it is kept in locked File Room. Maintained on Pupil Main File indefinitely.
Special Education Needs' files, reviews, correspondence and Individual Education Plans	Indefinitely	Never destroy	Stored on Pupil Main File in Main Office or Special Education File in S1 while pupil is attending the school. Once pupil has left the school it is kept in locked File Room. Maintained on Pupil Main File indefinitely.
Accident reports	Indefinitely	Never destroy	Recorded in the Accident Book in Main Office when event happens. If it is a serious accident it is stored on Pupil Main File or a special Accident File in the Principal's Office. Once pupil has left the school the file is kept in School File Room or Principal's Office. Serious accident files stored in Principal's Office Old Accident Record Book retained in Principal's Office
Child protection records	Indefinitely	Never destroy	Stored on Child Protection File in the Principal's Office. Child Protection Records Book kept in Principal's Office.
Section 29 appeal records	Student reaching 18 years + 7 years	Confidential shredding	Stored on Pupil Main File in Main Office or Special Education File in S1 while pupil is attending the school. Once pupil has left the school it is kept in locked File Room. Maintained on Pupil Main File indefinitely.

Enrolment/transfer forms where child is not enrolled or refused enrolment	Kept for one year	Confidential shredding	Kept in a File in the Secretary's /Principal's Office.
Records of complaints made by parents/ guardians	Depends entirely on the nature of the complaint.	Confidential shredding or never destroyed, depending on the nature of the records.	<p>Depends entirely on the nature of the complaint. If it is child-safeguarding, a complaint relating to teacher-handling, or an accident, then it is retained indefinitely.</p> <p>Stored on Pupil Main File while pupil is attending the school. When pupil leaves the school it is locked in the File Room.</p> <p>For Serious Complaints a file may be kept in the Principal's Office.</p> <p>If it is a complaint of a more mundane nature (e.g. misspelling of child's name, parent not being contacted to be informed of parent-teacher meeting) or other minor matter, then it is kept on Pupil Main File until reaching 18 years + 7 years.</p>

Staff Records	Expectations on Primary Schools	Final disposition	Agreed school procedures
<p>Garda vetting form & outcome –</p> <p>All staff and adults/persons working with pupils are Garda Vetted</p>	<p>Retained on individual Staff Member's File</p>	<p>Confidential shredding</p>	<p>Record of outcome retained on all Staff Member files. While the Staff Member is working in the school the Vetting Disclosure or proof of Garda Vetting is stored on Staff Member's File in Principal's Office. Once the Staff Member leaves the school the Staff Member's File is archived in the school File Room.</p>
<p>Recruitment process</p> <p>Note: these suggested retention periods apply to unsuccessful candidates only. They do NOT apply to successful candidates, or candidates who are/were also employees already within your school applying for another post/position. For successful candidates, or candidates who are/were also employees already within your school applying for another post/position, see retention periods set out below.</p>	<p>Retain for 18 months</p>	<p>Confidential shredding</p>	<p>Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition.</p>
<p>Applications & CVs of candidates called for interview</p>	<p>Retain for 18 months</p>	<p>Confidential shredding</p>	<p>Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition.</p>

Database of applications	Retain for 18 months	Confidential deleting	Kept in digital file and stored for 18 months from close of competition.
Selection criteria	Retain for 18 months	Confidential shredding	Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition.
Candidates shortlisted but unsuccessful at interview	Retain for 18 months	Confidential shredding	Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition.
Candidates shortlisted and are successful but do not accept offer	Retain for 18 months	Confidential shredding	Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition.
Interview board marking scheme & board notes	Retain for 18 months	Confidential shredding	Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition.
Panel recommendation by interview board	Retain for 18 months	Confidential shredding	Kept in a Recruitment File and stored in the Principal's Office for 18 months from close of competition. Noted in Board Minutes.

Staff personnel files (whilst in employment)	Expectations of Primary Schools	Final Disposition	Agreed school procedures
Applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc.	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.
Application /CV	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.
Qualifications	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.
References	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.
Recruitment medical (Medmark)	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.
Job specification/ description	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.

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Contract/Conditions of employment	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.	
Probation letters/forms	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.	
POR applications and correspondence (whether successful or not)	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.	
Leave of absence applications	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.	
Job share	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Also recorded on OLCS esinet.ie	
Career Break	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Also recorded on OLCS esinet.ie	
Maternity leave	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.	

				later. Also recorded on OLCS esinet.ie
Paternity leave	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Also recorded on OLCS esinet.ie	
Parental leave	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. There is a statutory requirement to retain for 8 years. Must be kept for 8 years - Parental Leave Act 1998. Also recorded on OLCS esinet.ie	
Force Majeure leave	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. There is a statutory requirement to retain for 8 years. Recorded on OLCS esinet.ie.	
Carers leave	Retain for duration of employment plus 7 years	Confidential shredding	Must be kept for 8 years - Carer's Leave Act 2001	
Working Time Act (attendance hours, holidays, breaks)	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. There is a statutory requirement to retain for 8 years. Also recorded on OLCS esinet.ie	
Caretaker & Cleaners	Where do we record this ????		While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. There is a statutory requirement to retain for	

			3 years. For teachers this is recorded on OLCs. For Cleaners and Caretaker it is kept on sign in sheet.
Allegations/complaints	As per agreed Disciplinary Procedures in contract	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Please note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.
Grievance and Disciplinary records	Retain for duration of employment plus 7 years	Confidential shredding	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Please note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record. Kept in the Staff Member's File and stored in the Principal's Office

Occupational Health Records	Expectations on Primary Schools	Confidential Shredding	Agreed school procedures
Sickness absence records/certificates	Retain for duration of employment plus 7 years	Confidential shredding Or do not destroy.	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Re sick leave scheme (1 in 4 rule) ref DES C/L 0060/2010 Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/injury/incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy. Recorded on OLCS esinette
Pre-employment medical assessment	Retain for duration of employment plus 7 years	Confidential shredding Or do not destroy	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later, unless sickness absence relates to an accident/injury/incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy. Kept in the Staff Member's File and stored in the Principal's Office.
Occupational health referral	Retain for duration of employment plus 7 years	Confidential shredding Or Do not destroy.	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later, unless sickness absence relates to an accident/injury/incident sustained in relation to

			or in connection with the individual's duties within the school, in which case, do not destroy. Kept in the Staff Member's File and stored in the Principal's Office
Correspondence re retirement on ill-health grounds	Retain for duration of employment plus 7 years	Confidential shredding Or Do not destroy.	Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/injury/incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy. Kept in the Staff Member's File and stored in the Principal's Office
Accident/injury at work reports	Retain for duration of employment plus 7 years Record in Incident/ Accident Record Book	Confidential shredding Or Do not destroy	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later, (unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy). All accidents recorded in the Accident Record Book. All incidents recorded in the Incident Record Book.
Medical assessments or referrals	Retain for duration of employment plus 7 years	Confidential shredding Or Do not destroy.	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.
Sick leave records (sick benefit forms)	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Recorded on OLCS esinet.ie

Superannuation /Pension /Retirement records	Expectations on Primary Schools	Final Disposition	Agreed school procedures
Records of previous service (incl. correspondence with previous employers)	Retain for duration of employment plus 7 years	Confidential shredding	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later.

Government returns	Expectations on Primary Schools	Final disposition	Comments
Any returns which identify individual staff/pupils,	As per DES regulations	N/A	Depends upon the nature of the return. If it relates to pay/pension/benefits of staff, keep indefinitely as per DES guidelines. If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with "Student Records" guidelines above.

Board of Management Records	Expectations on Primary Schools	Final disposition	Agreed school procedures
Board agenda and minutes	Retain indefinitely	N/A	Indefinitely. They are stored securely in the Board of Management Minute Book in the Principal's Office.
In case of School closure	Arrange transfer of data as instructed by the DES and/or Patron		On school closure, records should be transferred as per Records Retention in the event of school closure/amalgamation. A decommissioning exercise should take place with respect to archiving and recording data.
Other school based reports/minutes	Expectations on Primary Schools	Final disposition	Comments
Principal's monthly report to BoM	Information retained indefinitely as part of BoM Minutes	Retain indefinitely	Indefinitely. Part of Minutes at Board of Management meeting. They are stored securely in the Board of Management Minute Book in the Principal's Office.
Principal's monthly report including staff absences	Retain indefinitely	Retain indefinitely	Indefinitely. Part of Minutes at Board of Management meeting. Also recorded on OLCs and esinet.ie.

Financial Records	Expectations on Primary Schools	Final disposition	Comments
Audited Account	Retain indefinitely New arrangements to be issued to schools by FSSU	Retained indefinitely.	Retained indefinitely. Accounts audited each year. Stored in Principal's Office
Payroll and taxation	Retained for 6 years		Revenue Commissioners require that records be kept for at least six years after the end of the tax year. Records must be made available for inspection by authorised officers of the Revenue Commissioners or of the Dept. of Social Protection. Stored in Secretary's Office. Note: The DES requires of schools that "pay, taxation and related school personnel service records should be retained indefinitely within the school. These records can be kept either on a manual or computer system.
Invoices/back-up records/receipts			Retain for 7 years

Promotion process	Expectations on Primary Schools	Final Disposition	Agreed school procedures
Posts of Responsibility	Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines)	Retained indefinitely.	Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines) Recorded in Board Minutes. Copy of appointment letter on Staff Member's File.
Calculation of service	Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines)	Retained indefinitely.	Retained indefinitely on master file. Retained in Secretary's Office.
Promotions/POR Board master files	Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines)	Retained indefinitely.	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Recorded in Board Minutes. Copy of appointment letter on Staff Member's File in Principal's Office.
Promotions/POR Board's assessment report	Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines)	Retained indefinitely.	While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Recorded in Board Minutes. Copy of appointment letter on Staff Member's File.

<p>POR appeal documents</p>	<p>Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines)</p>	<p>Confidential shredding</p>	<p>While the Staff Member is employed in the school it is kept in a Staff Member's File and stored in the Principal's Office. Archived in the school File Room when Staff Member leaves and then shredded 7yrs later. Retain original on Staff Member's File, and copy of master & appeal file. Copy on master and appeal file. Recorded in Board Minutes. Copy of appointment letter on Staff Member's File.</p>
<p>Correspondence from candidates re feedback</p>	<p>Record of feedback given is recorded by Principal.</p>	<p>Confidential shredding</p>	<p>Depends upon nature of feedback. If feedback is from unsuccessful candidate who is not an employee within the school, keep in line with retention periods in "Staff Records" above. If feedback is from successful candidate or from unsuccessful candidate who is already an employee within the school, keep in line with "Staff personnel while in employment" above.</p> <p>Kept in the Staff Member's File and stored in the Principal's Office</p>