

Data Type	Business Retention Period	Justification	Guidance	Expiry Action
<b>Accounts payable</b>				
Invoices and vouchers	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Tax records (includes VAT records and tax clearance certificates)	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.

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		after the date of the transaction, act or operation to which they relate.		
<b>Accounts receivable</b>				
Debtors ledger	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Income listings	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Income control accounts	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Receipts reconciliation	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.

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		Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate		
SEPA Mandate	Hold for the lifetime of agreement and a minimum of 13 months after the mandate has expired or is cancelled	<p>Article 71 of the Payment Services Directive allows claims to be made within 13 months of a debit date</p> <p>Section 95 of the European Union (Payment Services) Regulation 2018 allows a payment service user to rectify unauthorised or erroneous executed payment transactions no later than 13 months after the direct debit date</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
<b>Bank Records</b>				
Bank reconciliation	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Bank statements	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.

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		<p>completion of the transactions, acts, or operations to which they relate.</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>		
Receipt books	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>	<p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.</p>	<p>Confidential shredding and/or secure deletion of electronic records.</p>
Lodgement books	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year</p>	<p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.</p>	<p>Confidential shredding and/or secure deletion of electronic records.</p>
College purchase and credit card records	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records</p>	<p>Single official record to be held by designated office holder, with access available to all authorised</p>	<p>Confidential shredding and/or secure deletion of electronic records.</p>

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		<p>are to be kept for at least 6 years after the end of the financial year</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>	<p>officers. Duplicates to be destroyed/deleted as soon as feasible.</p>	
<p>Personal payment card details of service users</p>	<p>Hold for 13 months after the last payment</p>	<p>The DPC advises that personal data obtained from a card should only be retained for 13 months to allow for copy voucher requests in cases where the individual has had to sign a receipt for their transaction to be processed. This data should be retained only for previous payment queries.</p>	<p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.</p>	<p>Confidential shredding and/or secure deletion of electronic records.</p>
<p>Bank correspondence</p>	<p>7 years</p>	<p>Correspondence with no informational or evidential value is no longer required</p>	<p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.</p>	<p>Confidential shredding and/or secure deletion of electronic records.</p>
<p><b>Financial statements and reports</b></p>				

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Annual financial statements	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Final budgetary reports and records	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Registers and records maintained by the Finance Department under statute. This includes e.g. registers of insurance, mortgage assets etc.	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Audit files and reports	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Monthly income and expenditure reports	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year  The Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.

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		<p>completion of the transactions, acts, or operations to which they relate</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>		
<b>Fixed assets</b>				
Records of College property sales	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Records of College property purchases	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Archive
Asset register	Supersede on annual review	Retained to ensure that Section 285 of the Companies Act 2014 is complied with	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Reviewed and updated annually. Redundant data is to be securely disposed of.
Depreciation schedules	Supersede on annual review	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be	Reviewed and updated annually. Redundant data is to be securely disposed of.

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			destroyed/deleted as soon as feasible.	
<b><i>Fees and Grants</i></b>				
Financial documents concerning fees, grants, financial aid, waives of fees, etc.	7 years or per granting body requirements	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>The Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p> <p>Records held beyond the 7 year period are to comply with funding body requirements and other legislation (Irish and EU).</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Register of those in receipt of sports scholarships	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Archive

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Documentation related to sports scholarships	Duration of the scholarship plus 12 months	No longer required	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Correspondence and forms from the Department of Higher Education (and/or successor Departments) concerning budgets and finances	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year and section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Monthly cash flows submitted to the of Higher Education (and/or successor Departments)	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>The Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.

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<i>Other records</i>				
Internal financial policies, procedures, and standards etc.	Reviewed and updated on periodic basis		Retain for auditing	Confidential shredding and/or secure deletion of electronic records.
Purchase orders	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year</p> <p>The Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Purchase requisition	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year</p> <p>The Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.

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		after the date of the transaction, act or operation to which they relate.		
Delivery dockets	7 years	Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.
Creditor statements and records	7 years	<p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>The Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p> <p>Revenue Operational Manual Part 38.03.17 outlines records related to tax are to be retained for 6 years after the date of the transaction, act or operation to which they relate.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records.