

Data Type	Business Retention Period	Justification	Guidance	Expiry Action
<i>Property Records</i>				
Property/Asset Deeds and Titles	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers.	Archive
Lease agreements	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
Records documenting negotiations for properties where the property was not acquired.	7 years	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	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.	Appraise for archival value otherwise: Confidential shredding and/or secure deletion of electronic records.
<i>Insurance Records</i>				
Insurance policies	7 years	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	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.
Insurance claim documents	7 years from settlement, award or withdrawal of claim	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be	Confidential shredding and/or secure deletion of electronic records.

		<p>period allows for claims which may be commenced towards the end of the limitation period.</p> <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>	destroyed/deleted as soon as feasible.	
Records documenting the arrangement and renewal of all insurance policies	7 years	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	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.
Legal Cases				
Legal cases	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
Legal opinion	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
Legal correspondence	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

Contracts and Procurement				
Procurement records (such as purchase orders, requisitions)	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.
Tender 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>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.

		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.		
Unsuccessful tenders	Current year plus 2	<p>Section 19 of OGP Public Procurement Guidelines for Goods and Services 2019 state that these records should be maintained by the contracting authority throughout the purchasing process and beyond for a minimum of three years. Records should provide an audit trail of the reasons for making a particular procurement decision.</p> <p>The type and detail of the record keeping will depend on the value of the procurement and the complexity or sensitivity of the particular purchasing issue</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.
Agreements and contracts under seal (by deed)	13 years from the termination of obligations under the agreement or contract	<p>Section 43 of the Companies Act 2014 requires all companies registered in Ireland to have a company seal.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 12 years for action to be taken if an instrument under seal, other than an action upon an instrument under seal to recover:</p> <p>(a)(i) arrears of a rent charge or of a conventional rent, or (ii) any principal sum of money secured by a mortgage or other charge, or</p>	<p>Deeds should be assessed on a case-by-case basis depending on the importance of the underlying agreement. Deeds may potentially be retained longer than 13 years. Deeds may be required as part of legal proceedings based on the deed.</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>Where record is appraised and deemed to be permanent, archive securely</p>

		<p>(iii) arrears of interest in respect of any sum of money secured by a mortgage or other charge, or</p> <p>(iv) arrears of an annuity charged on personal property;</p> <p>(b) an action to enforce an award, where the arbitration agreement is under seal</p> <p>(c) an action to recover a debt created by subsection (2) of section 14 or section 125 of the Companies (Consolidation) Act, 1908</p> <p>The 13 year period allows for claims which may be commenced towards the end of the limitation period.</p>		
Contracts for services	7 years from the termination of contract	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	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.
Commercial contracts	7 years from the termination of contract	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	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.