

Records Retention Policy for Local Authority Records - approved by LGMA for use by LGMA on 20th November 2019

Functional Heading

Human Resources

Sub-Functions

Activities

Retention Recommendation

Comment

Staffing	Maintaining Organisational Structure* (i.e.) creation, substitution and suppression of posts; assignment to and removal of persons from posts; and merging directorates.	Retain current org structure + previous org structure when a restructuring event occurs. Then offer to archivist after anonymising the persons to posts data. If no archivist then see comment**	Org structure is changed when there is a restructuring event not when there are transfers of staff within the existing structure <i>*Personal data relating to individuals assigned to posts. ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Promotion*	Retain CE order indefinitely. Retain copy of CE order on personnel file of individual promoted. If panel is formed (see recruitment retention recommendation below) retain details of staff placed on panel for duration of panel + 18 months then destroy.	Main legal basis for record retention in an employment context is the contract of employment itself (i.e.) records and personal data are retained so that the terms of the contract can be delivered upon by the employer. <i>*Personal data relating to individuals assigned to posts</i>
	Transfer of staff*	Transfer requests by individual staff can be successful or unsuccessful. Where successful retain the request and transfer order for duration of employment + a further 7 yrs. then destroy. This includes transfers initiated by CE without request. Where transfer request by individual not approved retain for 7 yrs. Then destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Acting Up*	Retain until period of employment ceases + a further 7 yrs. This record will be required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 yrs. Then destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Resignations*	Retain until period of employment ceases plus a further 7 years. This record will be required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 years then destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Retirement* Seminars/training	Retained for 2 yrs. after training delivered then destroy	<i>*Personal data relating to individuals assigned to posts</i>
	Death in Service*	Retain for a period of 7 yrs. after death in service. Exception being where a pension payment is to be paid to a spouse or dependant. In this instance this record will be required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 yrs. Then destroy.	<i>*Personal data relating to individuals assigned to posts</i>

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Reporting	Annual staffing returns to DoHPLG including workforce planning	Retain current and previous returns then offer to archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Service Indicators returns to NOAC (e.g.) Sick leave	Retain for 5 yrs. Then offer to Archivist. If no archivist then see comment**	Section 61, Local Govt Reform Act, 2014 ** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	NOAC audits	Retain for 5 yrs. Then offer to Archivist. If no archivist then see comment**	Section 61, Local Govt Reform Act, 2014 ** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	VFM reports for DoHPLG	Retain current and previous returns data then offer to archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	KPI/HR metrics including ad hoc reporting to SMT	Retain current and previous reports on meeting KPI targets then offer to archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

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EU/Troika/IMF reports

Retain current and previous reports and returns data then offer to archivist. If no archivist then see comment** Please note that these reports and returns data will be subject to the retention periods specified (see comments) for monies supplied under EU structural funds.

In relation to EU structural funding please note that as per Article 15(2) of EU Reg No 480/2014 the retention period for EU audit purposes is 30 yrs. EU retains the right to audit within that period. if audit a letter issued by the EU Court of auditors signifies the end of the audit process.
****** *In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

Superannuation reports for DoPER

Retain current and previous returns data then offer to archivist. If no archivist then see comment**

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CSO reporting (i.e.) annual National Employment Survey

Retain for CSO required period to facilitate checking both individual staff members and organisational returns then offer anonymised survey data to archivist. If no archivist then see comment**

EU Council Regulation (EC) No 530/1999 of 9 March 1999

 EU Commission Regulation (EC) No 1738/2005 of 21 October 2005
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Sub-Functions	Activities	Retention Recommendation	Comment
Personnel Files	Personnel file for existing individual staff*	Final payment is once pension payment is completed. Retain until period of employment ceases + a further 7 yrs. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 yrs. then destroy. Another exception is health surveillance records where a staff member may have been exposed to certain chemicals and substances (see H&S retention schedule). These records must be retained for a period of 40 yrs. from period of last exposure.	Public Service Superannuation (Amendment) Act, 2018; Public Service Superannuation (Misc. Provisions) Act, 2004; Local Government Superannuation Act, 1956; Widows and Orphans Pensions Act, 1947; S.I No. 321.1984 LG Officers (Widows and Orphans Contributory Pension Scheme), 1984; Widows and Orphans Pension Act, 1947; SI No 145/2015 Public Service Pension Rights Orders, 2015; SI No. 582/2014 Rules for pre-existing Public Service Pension Scheme Members Regulations, 2014 In relation to health surveillance records the legal basis rests on the following: Safety, Health & Welfare at Work (General Application) Regulations, 1993, Regs 59 & 60 SH&W at Work (Biological Agents) Asbestos Regulation, 2013 SH&W (Exposure to Asbestos) Regulations, 2006, Regulation 21(2); SH&W at Work (Biological Agents) Regulations, 2013, Reg 9(a) & (b), & 1998 Reg 9(c) SH&W (Carcinogens) Regulations, 2001, Reg 10(4) & 13
	Employment medicals carried out during employment*	Keep until period of employment ceases + a further 7 years. Then destroy. Exceptions being (i) health surveillance records where a staff member may have been exposed to certain chemicals and substances (see H&S retention schedule). these records must be retained for a period of 40 yrs, from the period of last exposure, and (ii) where a legal case has been initiated by employee. In these instances retain records until legal proceedings inc appeals process has been exhausted.	<i>*Personal data relating to individual employees assigned to posts.</i> In relation to health surveillance records the legal basis rests on the following: Safety, Health & Welfare at Work (General Application) Regulations, 1993, Regs 59 & 60 SH&W at Work (Biological Agents) Asbestos Regulation, 2013 SH&W (Exposure to Asbestos) Regulations, 2006, Regulation 21(2); SH&W at Work (Biological Agents) Regulations, 2013, Reg 9(a) & (b), & 1998 Reg 9(c) SH&W (Carcinogens) Regulations, 2001, Reg 10(4) & 13
	Records kept on personnel file of any disciplinary investigations, actions & sanctions taken against individual staff members	Records of involving individual such as compliant; investigations and sanction as well any warning(s) can stay on file for the duration of employment + a further 7yrs. Then Destroy.	SI 146 of 2000-Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000 DPA 2018 S40&S60(3)(a)(iv) Written warnings should be considered 'active' for a 12 month period. The term 'Active' refers to the period for which an employee cannot reoffend without the matter escalating. Verbal warnings should be considered as 'active' for a period of up to 6 months from when issued.

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	Personnel file for staff who left employment*	Retain until period of employment ceases plus a further 7 yrs. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 yrs. Then destroy. Another exception is health surveillance records where a staff member may have been exposed to certain chemicals and substances (see H&S retention schedule). these records must be retained for a period of 40 yrs. from period of last exposure. retain until final payment +6. Then destroy.	Main legal basis for record retention in an employment context is the contract of employment itself (i.e.) records and personal data are retained so that the terms of the contract can be delivered upon by the employer. Once a individual employee leaves employment then the legal basis to retain all personal data is reliant on other legal requirements. See pension and superannuation legislation above. SI No. 153/2014 EU (Transfer of Pension rights to and from Pension Scheme of EU institutions) Regulations, 2014. In relation to health surveillance records the legal basis rests on the following: Safety, Health & Welfare at Work (General Application) Regulations, 1993, Regs 59 & 60 SH&W at Work (Biological Agents) Asbestos Regulation, 2013 SH&W (Exposure to Asbestos) Regulations, 2006, Regulation 21(2); SH&W at Work (Biological Agents) Regulations, 2013, Reg 9(a) & (b), & 1998 Reg 9(c) SH&W (Carcinogens) Regulations, 2001, Reg 10(4) & 13
	Personnel file for retired staff*	Retain the same as for all employees (i.e.) until period of employment ceases + a further 7 yrs. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final pension payment is made retain for further 7 yrs. then destroy. Another exception is health surveillance records where a staff member may have been exposed to certain chemicals and substances (see H&S retention schedule). these records must be retained for a period of 40 yrs. from period of last exposure.	Main legal basis for record retention in an employment context is the contract of employment itself (i.e.) records and personal data are retained so that the terms of the contract can be delivered upon by the employer. Once a individual employee leaves employment then the legal basis to retain all personal data is reliant on other legal requirements. See pension and superannuation legislation above. SI No. 153/2014 EU (Transfer of Pension rights to and from Pension Scheme of EU institutions) Regulations, 2014. In relation to health surveillance records the legal basis rests on the following: Safety, Health & Welfare at Work (General Application) Regulations, 1993, Regs 59 & 60 SH&W at Work (Biological Agents) Asbestos Regulation, 2013 SH&W (Exposure to Asbestos) Regulations, 2006, Regulation 21(2); SH&W at Work (Biological Agents) Regulations, 2013, Reg 9(a) & (b), & 1998 Reg 9(c) SH&W (Carcinogens) Regulations, 2001, Reg 10(4) & 13
Leave	Annual leave*	Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of annual leave should be destroyed 1 yr. after the calendar yr. however, where files not on Core cases kept for required 7yrs.	Organisation of Working Time Act, 1997 <i>*Personal data relating to individuals assigned to posts</i>
	Flexi Leave*	Electronic records of leave days taken, balances, etc are stored on Core/HR system for 4yrs. then destroyed. Hard copy records of annual leave should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.	<i>*Personal data relating to individuals assigned to posts Working Time Act, 1997</i>

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Sick leave - certified and self certified*

Keep a record of sick leave (i.e. amt. of days not certs kept) as needed for pension calculation.
S.I. No. 16/2017 provides that referable amounts Re: pension & retirement lump sum of Single Scheme members absent on sick leave on half pay are accrued on same basis as if they were absent on sick leave on full pay for that timeframe.

Organisation of Working Time Act, 1997
Sick Leave: S.I. No. 16/2017 - Single Public Service Pension Scheme (Accrual of Referable Amounts while on Sick Leave) Regulations 2017.

Maternity Leave*

Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs then destroyed. Hard copy records of leave should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.

**Personal data relating to individuals assigned to posts*

Special Leave types * (i.e.) Interview; Interview Board; Compassionate; Study; Exam; Parental; paternity; Force Majeure; Jury; FCA; Adoptive; Career break; Un-paid, Term Time, etc. Unpaid leave has to be recorded for pension purposes.

Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment +7 yrs. then destroyed. Hard copy records of leave should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.

**Personal data relating to individuals assigned to posts*
S 27 of Parental Leave Act 1998-2006

Cessor Leave

Once final payment made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

Unpaid leave*

Once final payment made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts Tipp required for pension purposes, e.g. Unpaid parental leave, maternity leave, shorter working yr. is not reckonable for pension purposes.*

Pay & Remuneration

Payroll*

Once final payment while employee made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 yrs. then destroy.

Payment of Wages Act, 1991

Payscales and rates of pay

Once final payment while employee made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

Incremental credit*

Once final payment while employee made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

Unpaid leave*

Retain until period of employment ceases + a further 7 yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

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Work sharing*

Retain until period of employment ceases +7 yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

Sick pay/TRR*

Once final payment while employee made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

SI No. 16/2017 Single Public Service Pension Scheme Accrual of Referable Amounts while on Sick Leave Regulations, 2017

Allowances*

Once final payment while employee made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

Overtime*

Once final pension payment made +7yrs. Destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

Performance related pay*

Once final payment while employee made +7yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

Retirement* Seminars/training

Retain until period of employment ceases + a further 7 yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

Resignations*

Retain until period of employment ceases + a further 7 yrs. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

Death of employee/pensioner*

Retain for a further 7 yrs. after death. Then destroy. Exceptions will be the records required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history.

**Personal data relating to individuals assigned to posts*

Performance Management

Personal Development plans*

PMDs and PDP forma should be retained for the duration of an individuals employment + 7 yrs. then be destroyed. Training request section should be retained for the duration of the persons employment + 7 yrs. then also destroyed.
Keep current plan+7yrs. Destroy

**Personal data relating to individuals assigned to posts*

Team Plans

Team plans should be retained for the duration of the Corporate Plan under which they are devised.
Then Destroy

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	Departmental plans link to business plans	Dept plans should be retained for the duration of the Corporate Plan under which they are devised. Then offer to the archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Corporate plan objectives	Corporate plans should be retained for the duration of the Corporate Plan under which they are devised (i.e.) 8yrs. Then destroy.	
Staff Training & Development	Training Needs Analysis	Retain the current & previous TNA and raw data for 8 years. Then destroy.	
	Training Policy	Retain current policy + previous policy. When policy superseded then offer historical policy to Archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Training Strategy & Plans	Retain current strategy + previous strategy along with any annual training plans developed under the two strategies. When strategy is superseded then offer historical strategy and plans to Archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Budget	Retain until the current calendar yr. ends +7yrs. or until LG audit process is completed. Then destroy.	
	Procurement of providers*	Retain for duration of contract with training provider + further 7 yrs. Then Destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Evaluation of providers*	Retain for duration of contract with training provider + further 7 yrs. Then Destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Training records of individual staff*	Retain for the duration of the individuals employment + a further 7 yrs. Then destroy. Exception being where a legal case has been initiated by employee. In these instances retain records until legal proceedings inc appeals process has been exhausted. Training records/training history of individual staff are maintained on Core. Hard copy records can be deleted after LG audit process has been completed.	<i>*Personal data relating to individuals assigned to posts</i>
	Delivery of staff training	Retain for duration of contract with training provider + further 7 yrs. Then Destroy.	

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	Training delivered by Regional Training Centre	Once individual training records has been updated on Core then hard copy records of training in RTC need only to be retained for the duration of the calendar yr. in which course was attended + a further 1 yr. or until LG audit process has been completed.	<i>*Personal data relating to individuals assigned to posts</i>
	Scheme of Educational Assistance*	Current Scheme & policy to be retained along with previous schemes details. Older historical schemes to be offered to the archivist. if no archivist then retain indefinitely. Details of individual agreements with staff to be retained for the duration of the individual staff members contract of employment + a further 7 yrs. All individual data then to be destroyed.	<i>*Personal data relating to individuals assigned to posts</i>
Time & Attendance	Clocking records & histories	Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of annual leave should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.	Organisation of Working Time Act, 1997
	Absenteeism records	Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of annual leave should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.	Organisation of Working Time Act, 1997
	Structure for T&A approvers	Maintained on Core. Approvals history available on Core regardless of who was the assigned approver at the time.	
	Approvals required for T&A (e.g.) Business Absences, Flexi-leave, TOIL, etc	Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of annual leave should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.	
	Timesheets	Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of timesheets should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.	Organisation of Working Time Act, 1997 Exception where project is EU funded. In these instances if staff hours spent on project forms part of matching funding requirements then time sheets should be retained. Where EU funding is involved the following applies, EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.
	Work Rosters	Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of work rosters should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.	

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Amendments to clocking history*

Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of clocking histories should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.

*Organisation of Working Time Act, 1997 *Personal data relating to individuals assigned to posts*

Recording of non-reckonable service*

Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of non-reckonable service should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.

**Personal data relating to individuals assigned to posts*

Family friendly work patterns*

Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + a further 7 yrs. then destroyed. Hard copy records of work patterns should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.

**Personal data relating to individuals assigned to posts*

Atypical work patterns*

Electronic records of leave days taken, balances, etc are stored on Core/HR system for duration of their employment + 6yrs. / 7 yrs. then destroyed. Hard copy records of work patterns should be destroyed 1 yr. after the calendar yr. in question ceases so as to satisfy audit requirements.

**Personal data relating to individuals assigned to posts*

Identification & Security

Issuing and recording of ID card/fob*

Retain details of all ID cards + fobs issued to staff until employee leaves employment. Then cards/fobs are wiped and all personal details on cards/fobs are to be permanently deleted. Wiped card can then be reissued to new staff.

**Personal data relating to individuals assigned to posts*

Change & replacement of ID card/fob*

Retain details of all ID cards + fobs issued to staff until employee leaves employment. Then cards/fobs are wiped and all personal details on cards/fobs are to be permanently deleted. Wiped card can then be reissued to new staff.

**Personal data relating to individuals assigned to posts*

Activation & Deactivation of ID cards/fobs*

Retain details of all ID cards + fobs issued to staff until employee leaves employment. Then cards/fobs are wiped and all personal details on cards/fobs are to be permanently deleted. Wiped card can then be reissued to new staff.

**Personal data relating to individuals assigned to posts*

Repository of staff photos matching those on ID cards*

Individual staff photos are retained in central repository until superseded. Old photos are destroyed when new photo is adopted for use. When employee leaves employment all photos are destroyed once employment ceases. Only exception being those of elected members; Chief Executives and members of SMTs which are to be offered to the archivist. If no archivist then see comment**

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Sub-Functions	Activities	Retention Recommendation	Comment
Grievance & Disciplinary	Policies & procedures	Retain current policy + previous policy. When policy superseded then offer historical policy to Archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Complaints and follow up to any claims of discriminations, bullying & harassment*	Retain details of complaints, investigations, etc for their duration including sanctions imposed (if any); for duration of WRC proceeding + appeal to LC period (if it occurs) + a further 7 yrs. Then destroy. Exceptions being (i) the records that are required to be maintained on the individual staff members personnel file; and (ii) any determinations by 3rd party forum requiring action by employer which sets a precedent as to how future cases are to be handled. These cases are to be offered to the archivist after anonymisation and minimisation. If no archivist then see comment**	WRC determinations are available on-line in anonymised format. LC determinations are not anonymised. <i>*Personal data relating to individuals assigned to posts</i>
	Complaints of workplace stress*	Retain details of complaint for duration of employment, which should include duration of proceedings in PIAB or WRC + appeal to LC period, + a further 7 yrs., then destroy.	7 yrs. is the longest statute of limitation period. ^ yrs. + 12 months allows for claims of breach of contract to be taken. <i>*Personal data relating to individuals assigned to posts</i>
	Investigations of complaints*	Retain until case brought to WRC, LC etc. Then retain for duration of proceeding + appeal period then a further 7 yrs., then destroy. If no case taken to WRC, LC then retain for 7 yrs. then destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Mediation of staff disputes*	Retain until mutually agreed settlement is reached. Details of original complaint + a file note stating that a settlement was reached is kept on file for duration of employment + 7 yrs. Then destroy.	Copies of actual settlement details are not kept by HR but by individual staff and by mediator. <i>*Personal data relating to individuals assigned to posts</i>
	Monitoring of workplace and risk assessments	Duration of policy and issue of new assessments under new policy. Retain current monitoring & risk assessment documents + all previous risk assessment documentation for the preceding 10 yrs. Any risk assessment documents outside the ten-yr. period should then be destroyed. Exception being if the risk assessment identified a KNOWN health surveillance risk. If this is the case retain for period of 40 yrs. FROM THE TIME THE RISK IS IDENTIFIED. as the total period (including off site storage) for which health surveillance records must be retained. After 40 yrs. destroy.	Health, Safety & Welfare at Work Act 2005, Section 19 Various Specific and amended Regulations, 2001-2013 relating to certain high risk materials (e.g.) asbestos; carcinogens and biological agents. IPB Guidance on the Retention of Records (2017)
	Appeals*	Retain until case brought to WRC, LC etc. Then retain for duration of proceeding + appeal period then a further 7 yrs., then destroy. If no case taken to WRC, LC then retain for 7 yrs. then destroy.	<i>*Personal data relating to individuals assigned to posts</i>
	Disciplinary actions taken*	Retain until case brought to WRC, LC etc. Then retain for duration of proceeding + appeal period then a further 7 yrs., then destroy. If no case taken to WRC, LC then retain for 7 yrs. then destroy.	<i>*Personal data relating to individuals assigned to posts</i>

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Termination of contract*

Retain until case brought to WRC, LC etc. Then retain for duration of proceeding + appeal period then a further 7 yrs., then destroy. If no case taken to WRC, LC then retain for 7 yrs. then destroy.

**Personal data relating to individuals assigned to posts*

Industrial relations

Pay claims - local & national

Retain records of claim until it is resolved following any appeals to higher bodies + 7 yrs. Then offer to Archivist. If no archivist then see comment**

*7 yrs. is the statute of limitations to take a case to the Circuit Court to enforce a determination by the WRC or LC.
** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

Non-pay claims - local and national

Retain records of claim until it is resolved following any appeals to higher bodies + 7 yrs. then offer to Archivist. If no archivist then see comment**

*In this instance the 7 yrs. is the statute of limitations to take a case to the Circuit Court to enforce a determination by the WRC or LC.
** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

Referrals to WRC

Retain records of claim until it is resolved following any appeals to higher bodies + 7 yrs. Then offer to Archivist. If no archivist then see comment**

*In this instance the 7 yrs. is the statute of limitations to take a case to the Circuit Court to enforce a determination by the WRC or LC.
** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

Referrals to Labour Court

Retain until case brought to WRC, LC etc. Then retain for duration of proceeding + appeal period then a further 7 yrs., then destroy. If no case taken to WRC, LC then retain for 7 yrs. Then destroy.

In this instance the 7 yrs. is the statute of limitations to take a case to the Circuit Court to enforce a determination by the WRC or LC.

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National wage agreements

(i) records concerned of significant historical/public interest warrant their transfer to the National Archives, (ii) the transfer of such records will facilitate fair/balanced reporting of matters of common interest to the State and other jurisdictions. Retain current agreement + previous agreement. When agreement superseded offer historical agreement to Archivist. If no archivist then see comment**

1986 National Archives Act, Section 8 requires transfer of records over 30 years old to the national Archives in Glasnevin. The National Archives (Amendment) Act, 2018, focuses on records release less than 30 yrs. old & more than 20 yrs. old. Any Dept. records in this category can be released on the advice of the Director of the National Archives and with permission of the Taoiseach; Minister for Public Expenditure & Reform/relevant Dept. Minister. The reason to reduce the release from 30 to 20 yrs. is to balance the UK 20 yr. record release. This is specific to departmental records & does not refer to any of the proscribed bodies under the National Archives Act, 1986
**** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.**

Retain notes of meetings & correspondence for 30 yrs. the offer to archivist. If no archivist then see comment**

National Archives (Amendment) Act, 2018, focus: on records release less than 30 yrs. old & more than 20 yrs. old.
**** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.**

Meetings with staff representatives

Retain notes of meetings & correspondence for 30 yrs. the offer to archivist. If no archivist then see comment**

National Archives (Amendment) Act, 2018, focus: on records release less than 30 yrs. old & more than 20 yrs. old.
**** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.**

Professional & legal advice sought & received*

If related to a specific case retain duration of employment, which should include duration of WRC, PIAB proceeding + appeal to LC period, + a further 7 yrs., then destroy. If not related to a specific case but relates to (e.g.) policies then retain until the policy/doc is superseded then archive. If no archivist then see comment**

***Personal data relating to individuals assigned to posts**
**** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.**

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Sub-Functions	Activities	Retention Recommendation	Comment
	Information & consultation with staff Inc. local Partnership	Retain notes of Information & Consultation interaction/meetings with staff representatives for duration of current agreement + previous agreement. When agreement is superseded then offer records of Information & consultation interaction with staff reps to Archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
Employee Assistance	Policy & procedures for Employee Assistance programme	Retain current policy + previous policy. When policy superseded then offer historical policy to Archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Referrals of individual staff to EAP*	Retain for 7 yrs. after the last contact between staff member and EAP service. Then destroy. Exception being where staff member has initiated legal proceedings against their employer. Records of referral to be retained until legal proceedings including appeal has been exhausted + a further 7 yrs. the destroyed.	*Personal data relating to individuals assigned to posts
	Procurement and management of external EAP service providers	Retain for duration of contract with EAP service provider + further 7 yrs. Then Destroy.	
Regulatory Compliance/Ethics/Conduct	Annual self declaration of people who have a disability*	Retain self declaration forms for 7 yrs. from when submitted.	*Personal data relating to individuals assigned to posts
	Return to Dept of the Taoiseach as to the no of people with a disability employed.	Retain returns for 7 yrs. from when submitted. Then offer to the archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Reasonable accommodation for people who have a disability or impairment*	Retain risk assessment and accommodation plan while valid or until superseded + 7 yrs. Then destroy.	*Personal data relating to individuals assigned to posts DPA 2018/GDPR
	Personal Evacuation plan for Person with a disability*	Retain while plan is valid or superseded. Then destroy. Exception being where an incident/accident occurs. In these instances plan is kept until legal proceedings + appeals process is exhausted.	*Personal data relating to individuals assigned to posts
	Code of conduct	Retain for the duration of the current code + previous code. Then offer to Archivist. If no archivist then see comment**	** <i>In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>

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Declaration of interests by staff & elected members

Retain for 15 yrs. after person has left employment or ceased to be a Councillor. Then offer to archivist. If no archivist then see comment**

*LG/2/2015. Part 15 LG Act, 2001
** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

List of designated public officials for compliance with the Regulation of Lobbying Act, 2015

Retained indefinitely. Historically superseded list as offered to archivist. If no archivist then see comment**

*List of designated Public Official is published on-line. It is maintained by LA and updated yearly with names deleted and added
** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

SIPO investigation into breach of ethics*

Retain for 15 yrs. after person has left employment or ceased to be a Councillor. Then offer to archivist. If no archivist then retain indefinitely. Exception being where SIPO investigation is still ongoing. In this instance records are to be retained until SIPO process and any resulting legal actions (Inc. appeals) is exhausted.

**Personal data relating to individuals assigned to posts*

Recruitment

Quals for posts/grades

Retain Dept Quals Circular until superseded. Then offer to archivist. If no archivist then retain permanently.

Issued by the DHPLG except where local specialist post is created.

Design of recruitment competitions

Duration of current competition + previous competition. Then destroy

Design of application forms

Duration of current competition + previous competition. Then destroy.

Advertising of recruitment competitions

Duration of current competition + previous competition. Then destroy.

Procurement and management of commercial recruitment companies/PAS

Retain for duration of contract with recruitment service provider + further 7 yrs. Then Destroy.

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Recruitment competitions - receipt of application; to determine eligibility; shortlisting and calling for interview.

Retain personal data submitted by job applicants for the following retention periods; (i) Ineligible applicants - 18 months then destroy; (ii) Eligible applicants but not qualified and/or not placed on panel - 18 months then destroy; (iii) eligible; qualified but not offered post or refused post - 18 months after panel expires then destroy; and (iv) eligible, qualified, placed on panel and then offered post which has been accepted - move personal data to employee file. Exception being where a applicant is seeking redress through a third party forum or the Courts. Retain these documents until legal proceedings including appeal has been exhausted + a further 18 months. Then destroy.

**Personal data relating to individuals assigned to posts*

Interview boards for recruitment competitions

Retain details of interview boards for specific competitions for 18 months then destroy along with all other competition details. Details of qualified interviewers used by the LA can be retained until individual no longer involved in interviewing.

**Personal data relating to individuals assigned to posts*

Notification of result from interview board to candidates*

Retain notification to all applicants interviewed for 18 months then destroy. Exception being where a applicant is seeking redress through a third party forum or the Courts. Retain these documents until legal proceedings including appeal has been exhausted.

**Personal data relating to individuals assigned to posts*

Validating candidate details - qualifications, references, etc.*

Retain until employee has completed their probation period + the end of the calendar. Then destroy. Retain until final payment made+7yrs. Destroy.

**Personal data relating to individuals assigned to posts*

Appeals*

Retain notification of all appeals related to specific competitions for 18 months then destroy. Exception being where a applicant is seeking redress through a third party forum or the Courts. Retain these documents until legal proceedings including appeal has been exhausted.

Employment Equality Acts 1998–2015
Equal Status Acts 2000–2015
**Personal data relating to individuals assigned to posts*

Maintaining panels of qualified candidates *

Retain for duration of panel + the end of the calendar. Then destroy.

**Personal data relating to individuals assigned to posts*

Pre-employment medicals*

Keep for duration of probationary period + the remainder of the calendar year in which employment commenced + a further 1 year. Then destroy. Exceptions being (i) where an appeal against the decision not to employ at the end of the probationary period has been made. In this case retain for the duration of the appeal and any legal proceedings that follow (if any); or (ii) Where the medical highlights a pre-existing medical condition that while it doesn't impact on the decision to employ does need to be recorded and possibly monitored on an ongoing basis as part of staff welfare and the general duty of care owed to employees.

**Personal data relating to individual employees assigned to posts. Where (ii) occurs but the individual ceases employment then the pre-employment medical like all other personal data should be destroyed 7 years after the cessation.*

Contracts of employment*

Retain until period of employment ceases + a further 7 yrs. This record will be required to calculate and answer pension payment queries including those of spouse and dependents who may receive payment in the future (e.g.) service history and payroll history. Once final payment is made retain for further 7 yrs. Then destroy.

**Personal data relating to individuals assigned to posts*

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References*

For references give retain only those company reference issued by HR for a period of 18 months from when issued. For references obtained from prospective new employees who have been offered and accepted a contract retain until the end of the probationary period, then destroy. For prospective employees who are not offered a contract retain references for 18 months then destroy. Exception being where legal proceedings have been taken. In these cases retain until the legal proceeding and appeals process has been exhausted and then destroy.

All references issued directly by a LA staff member for ex-employees moving to another employee are to be considered a personal and not a company reference.

Job offers and communications with candidates*

Where job offer is accepted retain it is added to the individual's personnel file for duration of employment + a further 7 yrs. then destroy. Where job offer is refused it is retained for 18 months then destroyed. Exception being where a applicant is seeking redress through a third party forum or the Courts. Retain these documents until legal proceedings including appeal has been exhausted.

**Personal data relating to individuals assigned to posts*

Job Offer Accepted

Retain on personnel file until last pay +6yrs.

Job Offer Turned Down

Retain on interview results file (while panel active) +further 5years. Then destroy.

Summer Students/Placements*

Retain all records for 2years from the period of their last unpaid placement as volunteer. Then destroy. Exception being here legal proceedings have been taken. In these cases retain until the legal proceeding and appeals process has been exhausted and then destroy.

**Personal data relating to individuals assigned to posts*

Paid

Retain until last pay period then a further 7years. Then destroy

Unpaid

Retain for 7years after last placement ends. Then destroy

Staff Working with Minors

Retain records of group of minors worked with for a min of 22 yrs*

**Personal data. Once an individual reaches 22 years of age as they will no longer be considered a minor.*

Garda Vetting

Destroy previous vetting form once new form issued. A spreadsheet with high level details of the history /instances of Gardai vetting for each employee can be kept. Exception in regards to destroying previous gardai vetting form would be where legal proceedings have been taken. In these cases retain until the legal proceeding and appeals process has been exhausted and then destroy.

**Personal data relating to individuals assigned to posts*
The recommendation of the LGMA's Child safeguarding working group is that re-vetting should take place every 3 yrs. No regulatory requirement for this just considered good practice.

Community Employment Scheme

CE Scheme Projects

Retain for duration of project is complete + a further 7 yrs. Inc. Social Welfare Audit. Then offer details of Projects Completed to archivist. If no archivist then see comment**

**Personal data relating to individuals assigned to posts*
****** *In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.*

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Functional Heading	Human Resources		
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	CES Monitoring (childcare subsidy)*	Retain for duration of project is complete + a further 7 yrs. Inc. Social Welfare Audit. Then offer details of Projects Completed to archivist. If no archivist then If no archivist then see comment**	<i>*Personal data relating to individuals assigned to posts ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Unsuccessful Applicants*	Retain details of applicants who were unsuccessful for 18 months then destroy. Exception being where a applicant is seeking redress through a third party forum or the Courts. Retain these documents until legal proceedings including appeal has been exhausted.	<i>*Personal data relating to individuals assigned to posts</i>
	Completed Applicants (Leavers)*	Retain for duration of project is complete + a further 7 yrs. Inc. Social Welfare Audit. Then offer details of Projects Completed to archivist.	<i>*Personal data relating to individuals assigned to posts ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
Child Protection Officer	Child Protection Policies	Retain current policy + previous policy. When policy superseded then offer historical policy to Archivist. If no archivist then see comment**	Children First Act, 2015 <i>** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.</i>
	Records relating to child protection issues that may arise; (i) General Child Protection issues & queries (ii) Specific complaints which lead to a notification to TUSLA (iii) Specific complaints where a decision is take not to notify TUSLA	Where child protection issues or concerns arise such as those that fall under (i) & (iii) then retain for 7 years after the last action on the case. Then destroy. However, an anonymised register of the notifications made to Tusla (ii) including the Tusla reference no, and description of outcome/further actions should be retained indefinitely.	Children First Act, 2015 The recommendations here relate to the records that should be retained by the LA. they are in addition to notifications to Tusla made via their secure reporting portal. <i>*Personal data is either requested from applicants and/or supplied by applicant as part of correspondence. Data is then processed internally by LA.</i>