**Youthreach Sligo**

**Record Retention Policy**

**This policy should be read in conjunction with the Records Retention Schedule of Mayo / Sligo / Leitrim ETB.**

**Purpose**

Under the Freedom of Information Act 1997,2003 and 2014 Youthreach Sligo is obliged to comply with legislation and publish a Records Management and Retention Policy.

**Scope**

This document is relevant to all staff, public and students.

The record retention schedule provides a mechanism to help ensure Youthreach Sligo in maintaining necessary records for an appropriate length of time.

Youthreach Sligo is committed to effective records retention to ensure that it;

* Meets legal standards
* Optimises the use of space
* Minimises the cost of record retention
* Preserves the history of Youthreach Sligo
* Destroys outdated and useless records

Records included in the record retention schedule should be original, unique or of continuing importance to Youthreach Sligo. They should have legal, fiscal, administrative or historical purpose. Duplicate or multiple copies of these records should be disposed of when they are outdated and no longer useful.

**Definitions**

**Policy**

The record retention schedule determines;

* What records Youthreach Sligo has to retain in order to function and carry out its responsibilities.
* How long the records have to be retained.

**Procedure**

Youthreach as a Data Controller must be clear about the length of time for which personal data will be kept and the reasons why the information is being retained. In determining appropriate retention periods, regard must be had for any statutory obligations imposed on a data controller. If the purpose for which the information was obtained has ceased and the personal information is no longer required, the data must be deleted or disposed of in a secure manner. It may also be anonymised to remove any personal data. Anonymization must be irrevocable; removing names and addresses may not be sufficient.

If any record is related to an unresolved complaint, dispute or litigation involving Youthreach Sligo, that record should not be discarded or destroyed regardless of the provisions of this record retention schedule.

Records whose retention periods have expired should be destroyed as soon as is practical. Obsolete records absorb space, equipment, and supplies needed for active records, and make it more difficult to retrieve needed information from overcrowded filing cabinets.

**Records**

|  |  |
| --- | --- |
| **Documents / Records** | **Retention Requirement** |
|  |  |
| General Information | 7 Years |
| General Correspondence | 7 years |
| Financial Reports | **7** Years |
| Minutes from staff meetings | 7 years |
| Daily Events Books | 7 Years |
| Safety Book/ records | 7 Years |
| Sign in sheets | 7 Years |
| Time sheets | 7 Years |
| Timetables | 7 Years |
| Student Records | Student reaching 18 + 7 Years |
| Examination Results | Permanent |
| Staff diaries | 2 Years |
| Circular letters / Government Reports | Permanent |
| Roll books | Permanent |
| Disciplinary notes | permanent |
| Records of school trips + permission slips | permanent |
| Garda vetting forms | 1 year |
| Psychological assessments | permanent |
| Accident reports | Permanent |
| Child protection records | Permanent |
| Refused enrolment | Student reaching 18 + 7 years |
| Complaints from parents / guardians | Permanent |
| Dept. of Ed returns | 7 years |
| CCTV recordings | 28 days but longer in cases under investigation |
| invoices | 7 years |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |