

Code	Function	Activity	Series: Scope and Content	Held by	Master Copy Source	Master Copy Owner	Retention Period		Disposal
CUDSH		Student Administration Records							
CUDSH1		Student Administration Records							
CUDSH1.1	Student Administration	General Information	<p>Class Lists</p> <p>- Retention period refers to retention in school/dept office. Teachers etc to retain up-to-date lists only and to destroy superceded lists regularly, eg, <b>annually</b>.</p> <p>- Note: use series SCH1.10 for lists/datasets held for assessment, attendance, or other academic (non-administrative) purpose</p> <p>- Note: use series SCH1.16 for lists/datasets kept for progression tracking for quality review purposes.</p>	Admin Team	Nas	School Manager	Current year	6 years	Destroy
CUDSH1.2	Student Administration	Admissions	<p>Post-Graduate Applications</p> <p>Records of assessment of PG applications - school/dept contribution to assessment process.</p> <p>Formal record of process and outcome held in GSO, student record on student record system (SREO).</p> <p><i>*Some schools presently hold unsuccessful applications for shorter periods, eg, 13 months.</i></p>	Admin Team	Paper	Deputy President and Registrar	Current year	2 years	Destroy
CUDSH1.3	Student Administration	Admissions	<p>International Student applications</p> <p>- records of verification of meeting specific requirements.</p>	School Manager	UCC Storage	International Office	Current year	2 years	Destroy
CUDSH1.4	Student Administration	Examination and Progression	<p>Assessment</p> <p>Examination, assessment, and module marking and grading records: formal records.</p> <p>[*UG and Taught PG research records - see below]</p> <p>Virtual Learning Environment or paper may be master record of student assessed content</p> <p>Master record of final marks is on student records system and related broadsheets with annotations held by SREO.</p>	Course teacher	UCC Enterprise System	Deputy President and Registrar	End of appeal period	13 months	Destroy
CUDSH1.5	Student Administration	Examination and Progression	<p>Broadsheets</p> <p>Local broadsheets and locally-held datasets of examinations and assessment results, held for local administrative and reference purposes</p> <p>- master records on student systems.</p>	Course teacher	UCC Storage	Deputy President and Registrar	Current year	2 years	Destroy

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CUDSH1.6	Student Administration	Examination and Progression	<p>Assessment - Undergraduate Research Projects and Taught Postgraduate Programme Records</p> <p>Note - Outputs from undergraduate research projects and taught post-graduate programmes are generally considered as assessment records for records management purposes and, subject to the relevant Programme Director/Supervisor/PI review, may be retained for a shorter period. See Guidance on Retention of Research Records and Data on the University Archives and Records Management website.</p> <p>Records include minor theses, dissertations, and supporting datasets.</p>	Academic supervisor	UCC Storage	Head of School	End of appeal period	13 months	Review
CUDSH1.7	Student Administration	Examination and Progression	<p>Examination administration - records of selection of externs, arrangements for examinations, monitoring and invigilation, and local copies of exam papers.</p>	School Manager	Paper	Head of School	Current year	6 years	Review
CUDSH1.8	Student Administration	Examination and Progression	Datasets on External Examiners	School Manager	UCC Storage	Deputy President and Registrar	Current year	10 years	Review
CUDSH1.9	Student Administration	Examination and Progression- Placements	<p>Placement</p> <p>Records relating to completion of placement as part of training.</p> <p>**Different retention may apply eg to UG placements unlikely to be queried for professional competence purposes. Fitness to Practice rules may determine which placements require long/permanent retention and which do not [eg, 15 years].</p>	Allocations Officer	UCC Storage	Deputy President and Registrar	End of course, registration	80 years	Review
CUDSH1.10	Student Administration	Examination and Progression- Other	<p>Student Progression - other competency records</p> <p>Records of student progression maintained for clinical or professional competency and/or accreditation purposes, or as part of course (eg, taught Masters programme), and not documented on transcript or other central system. Eg, attendance, ward hours, clinical tests, competency tracking, additional (non-assessed) or CPD courses.</p> <p>- May be retained as a secure spreadsheet or database (for reporting and query response purposes. 10 years sufficient for this purpose).</p> <p>*See note above (SCH1.9)</p>	School Manager	Paper	Head of School	End of course, registration	80 years	Review

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CUDSH1.11	Student Administration	Relationship Management	Student File Records of interactions between the school and its members and its students. Includes: records of processes such as deferral, withdrawal, change of course, special consideration requests, mitigation (processes formally recorded in SREO), Fitness to Study; medical certificates submitted in support of any of the above; vaccination details, any insurance arrangements (eg, for placement), records exchanged for information and general communication purposes [this series may also cover routine disciplinary processes. However, for significant cases, eg, with precedent or ongoing professional competency implications, a master file of key records may need to be retained permanently]	School Manager	UCC Storage	Head of School	End of course, registration	6 years	Destroy
CUDSH1.12	Student Administration	Relationship Management	Fitness to Practice - declarations, reports, lists submitted to regulatory body, correspondence Annual reports to regulator may be required by law to be retained as archives.	Head of School	Paper	Deputy President and Registrar	Action completed	6 years	Review
CUDSH1.13	Student Administration	Scholarships	Scholarships - winners and rules	School Manager	UCC Storage	Head of School	Current year	10 years or funder requirement	Archive
CUDSH1.14	Student Administration	Scholarships	Scholarships - processing and admin Records relating to the processing of scholarships, eg, applications, decision sheets, correspondence, submissions.	School Manager	UCC Storage	Head of School	Current year	2 years	Destroy
CUDSH1.15	Student Administration	Financial Administration - Student	Student Stipends - Records of stipends paid to students, eg, arising from awards, or to PG students who do not have a research contract with HR.	School Manager	Paper	Finance	Current year	3 years	Destroy
CUDSH1.16	Student Administration	Reporting and Analysis	Reports, Analyses, Surveys - Records of reports, summaries, and analyses used for strategic and operational planning purposes, and for reporting purposes. Student surveys (anonymised) may be included here.	School Manager	UCC Storage	Head of School	Current year	5 years	Review
CUDSH1.17	Student Administration	Reporting and Analysis	Survey Forms - Student survey forms by individual students - used in producing overall summary survey and related reports	School Manager	Paper	Head of School	Action completed	1 year	Destroy
CUDSH1.18	Student Recruitment	Student Recruitment Administration	Recruitment Event Administration Records of recruitment events such as open days, contact with prospective students, and contacts with second-level schools and other relevant organisations. - records include mailing lists, contact emails, administrative arrangements, school contact details. - Reports based on recruitment activities may be placed in Reporting and Analysis series above	Admin Team	UCC Storage	Head of School	Action completed	2 years	Destroy

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CUDSH2		Research-related Records - Guidance informed by OVPRI Records Retention Schedule							
CUDSH2.1	Research Administration	Research Projects Administration	Clinical Trials - Administration - successful applications, compliance documentation, IRIS proposal review, contracts, reports, and financial documentation, and any supporting documentation - master administrative file held in Finance (Research grants) for 20 years (funded research) - Where an funding proposal is not proceeded with, or submitted application is not successful, PI may destroy records once matter is closed, although may be retained (by school/dept, RSS-CRF) for reference.	Principal Investigator	UCC Storage	Principal Investigator	End of project	10 years	Destroy
CUDSH2.2	Research Administration	Research Projects Administration	Clinical Trials - Project Outputs - published papers or work, research data sets, trial master file, and other records needed to support or validate a research project's observations, findings or outputs  Arrangements generally the responsibility of PIs.	Principal Investigator	Paper	Principal Investigator	End of project	25 years	Review
CUDSH2.3	Research Administration	Research Projects Administration	Social, Humanities, and non-Clinical Projects and Trials - Administration	Principal Investigator	UCC Storage	Principal Investigator	End of project	10 years	Destroy
CUDSH2.4	Research Administration	Research Projects Administration	Social, Humanities, and non-Clinical Projects and Trials - Outputs Published papers or work, research data sets, and other records needed to support or validate a research project's observations, findings or outputs  Arrangements generally the responsibility of PIs.	Principal Investigator	Paper	Principal Investigator	End of project	10 years	Review
CUDSH2.5	Research Administration	Research Projects Administration	Theses and published matter qualifying for assessment purposes - Library copy to be deposited with Boole Library (PhDs only). Retention of local copies is at discretion of school/dept. Retention indicated is suggested only - see series 3.1.6, above.	Academic supervisor	Paper	Principal Investigator	End of project	10 years	Review
CUDSH2.6	Research Administration	Research Projects Administration	Research Quality Assurance/audit. - records relating to assessments of research quality, generally external.	Head of School	UCC Storage	Head of School	Action completed	10 years	Review
CUDSH2.7	Research Administration	Research Administration - Tracking	Research Tracking Datasets (eg spreadsheets) containing information on all current [and historic] research projects within the school / dept.	Admin Team	UCC Storage	Head of School	Maintain until superseded	Dynami c	

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CUDSH2.8	Research Administration	Research Administration - Reporting	Reporting and Analysis Records of reports, summaries, and analyses used for strategic and operational planning purposes, and for reporting purposes.	School Manager	UCC Storage	Head of School	Current year	5 years	Review
CUDSH3		Staff-related and Administrative Records							
CUDSH3.1	Staff Administration	General Information	Staff Contact Lists Datasets (eg spreadsheets), contact lists, and other lists containing information on staff working in the school / dept.  Data source is from HR systems.	School Manager	UCC Enterprise System	Head of School	Dynamic	1 year	Review
CUDSH3.2	Staff Administration	General Information	Staff File - General Copies of contracts and CVs, interactions with staff, eg, one-to-one meetings, confirmation of outcome of Garda vetting. - local copies kept for reference. Originals are in HR and there is no requirement to retain these locally. 3 years suggested maximum for CVs, copy contracts to be held no longer than end of service. - Records of <b>promotions</b> and of issues arising including <b>industrial relations</b> should also be documented on HR files, so there may be no need for local retention, but note if local records of this type are held.	School Manager	UCC Storage	HR	Current year	3 years	Review
CUDSH3.3	Staff Administration	Relationship Management	Staff File - Discipline and Performance Formal issues documented on HR file. Local informal records not to be retained beyond the term in post of the relevant head of school/dept. Records of individual staff meetings and internal interactions with school/dept office, head	Each staff member	UCC Storage	Head of School	Current year	3 years	Review
CUDSH3.4	Staff Administration	Performance Management	Performance Management Locally-held records relating to performance management, eg, performance and development review system, and 'e-performance' records - where information added directly to e-performance system, paper forms may be shredded once upload process completed.	School Manager	Paper	HR	Current year	4 years	Destroy
CUDSH3.5	Staff Administration	Time Management	Annual Leave  - records of exceptional or other categories of leave, eg, parental, force majeure, documented on HR personnel file	School Manager	Paper	Head of School	Current year	3 years	Destroy
CUDSH3.6	Staff Administration	Time Management	Sick Leave - self-certified	School Manager	Paper	Head of School	Current year	3 years	Destroy

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CUDSH3.7	Staff Administration	Hourly Occasional Staff	Hourly occasional staff - contract, time sheets, correspondence, and any other returns - hiring school/dept/unit to retain original contract, timesheet records, one-off payment records, and any instructions and related correspondence as advised.	School Manager	Paper	Head of School	Expiry	10 years	Review
CUDSH3.8	Staff Administration	Local Recruitment	Local Recruitment Records of local competitions and recruitment, where process is administered locally, not by HR - on completion, key process records sent to HR (successful application, references, interview report) to be placed on new personnel file held in HR - other records, including unsuccessful applications, to be retained 1 year from filling of post/end of process. - Applications for work experience, eg, TY students, and any related records may also be placed here.	School Manager	UCC Storage	HR	Action completed	1 year	Destroy
CUDSH3.9	Staff Administration	Reporting and Analysis	Reports, Analyses, Surveys - staff/admin Records of reports, summaries, and analyses used for strategic and operational planning purposes, and for reporting purposes.	School Manager	UCC Storage	Head of School	Current year	5 years	Review
CUDSH3.10	Financial Administration	Budgeting Reports	Budgets and Financial Reports School/Dept budgets, and budgeting reports containing salary and other information, used for projection and other reporting purposes. Includes revenue/expenditure reports and other reports prepared within the school/dept.	Head of School	UCC Storage	Bursar	Current year	3 years	Destroy
CUDSH3.11	Financial Administration	Financial Administration - General	Supplier Payments, Staff Expenses, and Receipts - Records of supplier payments, invoices, and receipts, staff expenses, and local budget elements. - the formal record will be held on Agresso and within paper records held by Finance, which will be retained as appropriate for audit purposes	Head of School	UCC Enterprise System	Bursar	Current year	3 years	Destroy
CUDSH3.12	Health and Safety Administration	Local Health and Safety Administration	Health and Safety - General Safety Statements, Risk Assessments, and related training records - key record for information and guidance of staff on risks, hazards, and emergency and other health and safety procedures. Based on risk assessment, identification of hazards, and approved responses.	local H&S officer	Paper	Head of School	Maintain until superseded	10 years	Review
CUDSH3.13	Health and Safety Administration	Local Health and Safety Administration	Health and Safety - Accidents and Incidents  Forms and any related correspondence, photos, etc Advised that files on incidents/investigations be maintained 10 years in both H&S and in the area where event occurred	local H&S officer	Paper	OCLA	Action completed	10 years	Review
CUDSH3.14	Corporate Administration	Compliance Administration	Information Access requests - FOI, DP, etc, in response to an information request received by Compliance Officer (OCLA)	School Manager	UCC Storage	OCLA	Action completed	2 years	Review

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CUDSH3.15	Corporate Administration	Compliance Administration	Records Management Records of authorised destruction / deletion of records under UCC's records and data management policy.	Admin Team	Paper	Head of School	Action completed	10 years	Archive
CUDSH3.16	Corporate Administration	Compliance Administration	Risk Registers	Admin Team	UCC Storage	Head of School	Maintain until superseded	5 years	Destroy
CUDSH3.17	Committee Administration	School Committees	Minutes - Schools and Departments Minutes and papers of school/dept committee and Executive Management committee. - preparatory records, eg, papers not considered by committee, drafts, room booking etc, may be disposed of once no longer of use. - School Ethics Committee minutes may be regarded as being of archival/permanent value	School Manager	UCC Storage	Head of School	Current year	10 years	Archive
CUDSH3.18	Committee Administration	School Committees	Minutes - Sub-Committees Minutes and papers of sub-committees of school/dept committee and Executive Management committee.	School Manager	UCC Storage	Head of School	Current year	10 years	Destroy
CUDSH3.19	Committee Administration	Other Committees	Minutes - Working Groups Records of working groups, project teams, ad hoc committees, and committees to which the school/dept provides secretarial support.	Committee Secretary	UCC Storage	Head of School	Action completed	6 years	Review
CUDSH3.20	Project Management	Project Administration	Project Management Records of projects for which the school / dept is responsible. Includes scope, progress reports, meeting notes, plans, drawings, stats, final reports	Project Manager	UCC Storage	Head of School	Action completed	6 years	Review
CUDSH3.21	School Governance	Policy and Procedure	Policies Policies and plans (eg, strategic planning) developed and maintained by the school / dept.	School Manager	UCC Storage	Head of School	Maintain until superseded	10 years	Archive
CUDSH3.22	School Governance	Policy and Procedure	Procedures	School Manager	UCC Storage	Head of School	Maintain until superseded	5 years	Review
CUDSH3.23	External Relations	Stakeholder Relations	Stakeholders  Records of dealings with internal, external, and sectoral stakeholders (outside of context of specific projects or undertakings, documented elsewhere )	Each staff member	UCC Storage	Head of School	File closed	2 years	Review
CUDSH3.24	External Relations	Alumni Relations	Alumni  Mailing lists and records of dealings with alumni of the school / dept.	Admin Team	UCC Storage	Head of School	Current year	6 years	Review
CUDSH3.25	Corporate Administration	Reporting	Reports: Major	School Manager	UCC Storage	Head of School	Current year	10 years	Archive
CUDSH3.26	Corporate Administration	Reporting	Reports: Minor	Each staff member	UCC Storage	School Manager	Action completed		Review

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CUDSH3.27	Corporate Administration	Marketing and Promotions	Marketing Records relating to the preparation of brochures, web content, and other promotional material, which may include photographs and other personal data (obtained and used with consent).	Admin Team	UCC Storage	Head of School	Maintain until superseded	2 years	Review
CUDSH3.28	Academic Cooperation	Partner Institutions	Agreements -eg, MoUs, placement agreement, and any related correspondence. - records of students, eg, Erasmus and other international students, held in relevant series above (SCH1.3 above). Master records may be in Registrar's area (International Office, SREO, Academic Secretariat)	School Manager	Paper	School Manager	Expiry	10 years	Review
CUDSH4		Academic Programmes and Teaching Delivery							
CUDSH4.1	Taught Programme Development and Delivery	Programme Development and Approval	Programme Development  - records held in schools /depts on this process.. Key records in APAR.	School Manager	UCC Storage	Head of School	Life of programme	5 years	Review
CUDSH4.2	Taught Programme Development and Delivery	Programme Quality Assurance	Programme Review, Accreditation, and Quality Review Records relating to (1) regular reviews; (2) professional accreditation; and (3) quality review processes.  - Drafts etc of review, quality review and accreditation documentation may be destroyed 1-2 years after completion of process	School Manager	UCC Storage	Head of School	Action completed	10 years	Review
CUDSH4.3	Taught Programme Development and Delivery	Programme Delivery	Teaching Materials Teaching materials, including textual matter, notes, reading lists, recordings of lectures. - Video recordings of lectures may be subject to UCC Lecture Recording Policy, in development. Recording of student presentations for assessment purposes covered in series SCH1.4, above.	Course lecturer	UCC Storage	Course lecturer	Life of programme		Review
CUDSH4.4	Taught Programme Development and Delivery	Taught Programme Administration	Records of administrative activities including timetabling, booking rooms, arranging placements, field trips, setting submission dates, etc.	School Manager	UCC Storage	Head of School	Current year	1 year	Destroy
CUDSH5		References							
CUDSH5.1	Career Services	Academic and Professional References	References provided by UCC staff (academic and administrative) to students, researchers, and staff members.  - references issued in personal capacity, and may be retained by issuing staff member at their discretion. Proposed retention is upper limit where references are held centrally, eg, school office.	Each staff member	UCC Storage	Each staff member	Action completed	10 years	Destroy
CUDSH6		Patient Record							

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CUDSH6.1	Clinical Administration	Patient Record Administration	<p>All patient records stored both in patient system Bridges and paper charts. Record includes appointment and treatment history, patient letters, internal and external referrals, clinical notes, medical history, patient images, radiographs</p> <p>See line below and "Notes" (right) re retention.</p>	Clinical Department	Paper		Action completed	Dynamic	Archive
			<p>Retention periods are informed by the following:HSE National Hospitals Office 2007 Code of Practice for Medical Records Management;HSE Record Retention Periods - Health Service Policy 2013;Irish College of General Practitioners Guide to Data Protection (2011), by the Medical Protection Society. HSE Standards and Recommended Practices for Records Management, V3.0 (2014);Art. 9(2)(h), GDPR; sec. 52, Data Protection Act, 2018;The 2013 policy includes (but is not limited to) the following categories of medical records:General Medical HealthcareGenetic Records Psychiatric HealthcarePhysiotherapyOccupational TherapyUnder 'Children and Young people', the HSE retention policy states 'If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain the records for a longer period'.</p>						
CUDSH6.2	Clinical Administration	Medico legal reports/private patients	<p>Patient details including names, addresses, insurance details, treatments provided, payment details, contact details to provide required information to patients/solicitors re trauma incidents; to ensure that patients pay for their treatment</p>	School Manager	NAS / Paper				

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