



**SEA-FISHERIES
PROTECTION
AUTHORITY**

Data Retention and Disposal Policy

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1. Introduction

This policy sets out data retention times and disposal methods within the Sea Fisheries Protection Authority (SFPA). It should be read in conjunction with the SFPA's Code of Practice for the Protection of Personal Data, and associated information management policies. Together these policies help ensure the SFPA is maintaining necessary records for an appropriate length of time and disposing of them appropriately when they are no longer required.

The General Data Protection Regulation (GDPR) came into effect across Europe on 25 May 2018 & SFPA is obligated to comply with this regulation. GDPR strengthens and unifies data protection regulation across the EU. The Regulation provides additional rights for the individual in relation to their personal data and its use. One additional right an individual will have is the right to information in relation to their data and how long it will be held by the SFPA.

A wide variety of records are held across the SFPA including logbook records, vessel and premises records, case records, food safety records, financial records, HR records and general administrative records. This document outlines the retention period for records across SFPA and applies to records of all types regardless of the medium on which they are held. This is a live document and subject to ongoing review.

2. Records

A record is described under the Freedom of Information Acts 2015 as follows: "record" includes—

- (a) a book or other written or printed material in any form (including in any electronic device or in machine readable form),
- (b) a map, plan or drawing,
- (c) a disc, tape or other mechanical or electronic device in which data other than visual images are embodied so as to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the disc, tape or other device,
- (d) a film, disc, tape or other mechanical or electronic device in which visual images are embodied so as to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the film, disc, tape or other device.

Records created by the SFPA should be both accurate and complete. They must provide evidence of the function or activity they were created to document. In order to be evidential, records must be authentic, reliable, have integrity and be useable.

2.1 An authentic record is one that can be proven to be what it purports to be. In order to ensure that the records created are authentic therefore, records should be dated and signed. They should be placed into the filing system to form part of the retention schedule so that they are protected against unauthorized addition, deletion or alteration.

2.2 A reliable record is one that can be trusted to be an accurate representation of a function or action taken by the SFPA. Therefore, records should contain all relevant facts and be created at the time of the action or transaction or as soon as possible afterwards by a person authorized to carry out that function, action or transaction.

2.3 The integrity of a record refers to it being complete and unaltered. Once created, additions or annotations to the record can only be carried out by those authorised to do so and any amendment should be explicitly indicated on the record.

2.4 A useable record is one that can be located, retrieved, presented and interpreted or read whenever or wherever there is a justified need for that information. It should be traceable within a records management system. Record schedules and filing indices that capture the records are essential in ensuring records are useable. In electronic records, metadata or contextual information is required in addition to the physical transfer of records to ensure their continued usability.

2.5 Records retained should be original (or an electronic copy, transferred using the appropriate and verifiable system), unique or of continuing importance to the SFPA. They should have a clear legal, fiscal, administrative or business purpose.

3. Record Retention Periods: legal obligation and good practice

The Sea Fisheries Protection Authority must comply with the provisions of Article 5 (1) (e) of the General Data Protection Regulation (GDPR). The Regulations set out the principle that personal data should be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation');

This requirement places a responsibility on the SFPA to be clear about the length of time personal data will be kept and the reasons why the information is being retained. To comply with this rule the SFPA must have a policy on retention periods for personal data that is retained. This policy must include defined retention periods for records and systematic disposal of records within a reasonable period after the retention period expires. Since 2003, Data Protection legislation applies to both electronic and hard copy records.

The SFPA is committed to effective records management, retention and disposal to ensure that it:

- i. meets legal standards in terms of retention periods;
- ii. optimises the use of space;
- iii. minimises the cost of record retention;
- iv. securely destroys outdated records

However desirable it is to keep in original format, every single record forever, the reality is, that there is limited storage capacity available and perpetual retention of all records will render the SFPA in breach of the Data Protection Acts and GDPR.

3.1 The categories of records referred to in this document are as follows:

- Operational records including; logbook, sales notes and VMS data, IFIS data, IUU

data, vessel inspection reports and files, transport information, records of investigations, food business files, sampling data, inspection reports, approval records, importers information, health certificate information, and all associated documentation and communications .

- Case management records, including details of sanctions and prosecutions, statements and evidence, legal advices and associated communications.
- Corporate records including complaints, information access requests, etc.
- Personnel / HR records.
- Financial records.

3.2 Assessing the value of records

This involves determining retention periods for records and any special protection or preservation requirements. Determining a retention period for each record series is based on the value of the series and relevant statutory requirements, regulations and policy. In some instances, for example financial records, the retention periods are fixed.

In other cases, there may not be legal or regulatory retention requirements, in which case a decision must be made on the basis of need and good practice.

There may exceptionally be cases where the administrative or operational needs of the service deem it appropriate to retain certain records for longer than the statutory retention period; in such cases the rationale for retaining the information **must** be clearly documented.

3.3 Implementing this policy:

Records that have reached their official retention period should be reviewed under the following criteria, so that ill-considered disposal is avoided.

- Recommended retention periods should be calculated from the end of the calendar month following the last entry on the document.
- Managers must ensure systematic disposal of records within a reasonable period after their retention period expires.
- It is vital that the process of record disposal safeguards and maintains the confidentiality of the records. This can be achieved internally or via an SFPA approved records shredding contractor, but it is the responsibility of the relevant line manager to satisfy themselves that the methods used provide adequate safeguards against accidental loss or disclosure of the records.
- A register of records destroyed (See Appendix 1) should be maintained as proof that the record no longer exist. The register should show:
 - name of the file
 - former location of file
 - date of destruction
 - Who gave the authority to destroy the records.

3.4 What is a confidential record?

Any record containing personal identifiable information such as name, address, date of birth, PPS Number, employee number, or medical record is deemed confidential. Other records may also be confidential if they contain information about SFPA business or finances.

Examples of confidential documents include financial records, payroll records, personnel files, legal documents and medical records, and information deemed to be confidential by the Authority under Section 58 of the Sea- Fisheries Protection and Maritime Jurisdiction Act 2006.

3.5 Segregation of confidential waste:

Only a minority of documents contain confidential information. Confidential records and should be disposed of securely. Alternative paper recycling options should be availed of for non-confidential paper disposal.

Disposal of Confidential waste:

There are two confidential waste disposal options: on site SFPA shredding or shredding by an approved waste contractor SFPA staff may shred confidential records into confetti-like particles using in-house shredders. This shredded paper can be recycled as part of a recyclables collection.

- Bags of confidential records can also be collected for shredding in a shredding contractor's vehicle on-site. All waste contractors must have a Local Authority waste collection permit.
- If shredding off-site, confidential waste should be secured until uplift by the shredding contractor. Confidential waste bags/wheelie bins should be collected by the shredding contractor, and shredded off-site at an agreed location. If confidential waste is transported off site, documents should never be legible by members of the public.
- Decisions in relation to the disposal of data should also be considered in the light of the need to preserve records, whose use cannot be anticipated fully at the present time, but which may be of value to future generations.

3.6 Data Protection Breaches

If personal data is released to a third party without consent, this may constitute a breach of the Data Protection Acts. In the event that you believe or suspect that there has been unauthorised access to personal data it is essential that you contact the Data Protection Officer without delay. (Mr. Conor O'Shea, Data Protection Officer, SFPA, Clogheen, Clonakilty, Co. Cork. Tel: 023-8859300, email: sfpadataprotection@sfpa.ie). The Data Protection Officer is directly responsible for the management of all such incidents and will provide you with advice and assistance.

Even if you are unsure whether a particular event may have led to a breach, it is best to report it. It doesn't matter if you are mistaken. It's infinitely better to mistakenly report a non-existent data breach than fail to report an actual one.

4. Corporate Records

Record	Retention period	Final action
Complaint files FOI requests Data Protection requests Ombudsman / Information Commissioner requests	<p>It is recommended that a retention period of a maximum of 7 years applies to files created under; the Freedom of Information Acts the Data Protection Acts the SFPA complaints procedures or following engagement with the Ombudsman, the Ombudsman for Children, or the Data or Information Commissioners.</p> <p>Where possible electronic copies of files should be created, therefore avoiding the need to keep the paper copies for the 7 year period</p>	Destroy under confidential conditions
PQs	3 years	Destroy under confidential conditions
Ethics in Public Office Records	15 years in hard copy format only. Accessed by	Destroy under confidential conditions
Declarations of Interests SFMJ Act	15 years in hard copy format only.	Destroy under confidential conditions
Meeting Agendas and Minutes	7 years	Archive

5. Operational Records

It is envisaged that all results, reports, correspondence from the public, Food Business Operators (FBOs), all external agencies etc. can be scanned onto an electronic system and attached to a business file, complaint file etc.

Premises and Vessels

Records	Retention Period	Final action
Premises/ Vessel general records	5 years	Destroy under confidential conditions
Contemporaneous Notes (aide memoirs / checklists / loose leaf	5 years *	Destroy under confidential conditions
Official SFPA bound notebook,	5 years *	Destroy under confidential conditions
Enforcement Actions	10 years	Destroy under confidential conditions
Complaints	5 years	Destroy under confidential conditions
Correspondence to and from operators	5 years *	Destroy under confidential conditions
Written responses from FBOs, Vessel owners/ operators	5 years *	Destroy under confidential conditions
Food Incident/Poisoning Notifications/ report forms	10 years *	Destroy under confidential conditions
COP's and Guidance Notes	Indefinite	Archive previous versions
Completed Audit/ Inspection checklists/ Inspection report books	5 Years*	Destroy under confidential conditions
Investigation files	7 years from completion of the	Destroy under confidential conditions
Records held on the Integrated Fisheries Information System (IFIS)	Follow guidelines set down in IFIS Retention Policy	Follow guidelines set down in IFIS Retention Policy
Approval Records	Indefinite	
Shellfish sample records hard copies	6 years*	Destroy under confidential conditions
Shellfish Sample records electronic	Indefinite	Archive
Classification Review records	10 years*	Destroy under confidential conditions
Logsheets	3 years*	Archive
Transport documents	5 years*	Archive
Shellfish Registration Document Book	3 years*	Destroy under confidential conditions

* If associated with enforcement action, then 10 years

Sampling (microbiological + chemical + water + biotoxin = Phytoplankton.)

Record	Retention period	Final Action
Correspondence -Satisfactory/Unsatisfactory (if associated with enforcement action, then 10	2 year/ 5 years	Archive
Laboratory Reports -Satisfactory/Unsatisfactory (if associated with enforcement action, then 10	2 year/ 5 years	Archive
Marine Institute Annual Residues Report	5 years	Archive

Calibration

Record	Retention Period	Final action
Records of calibration of Control (Fisheries Control and Food Safety) equipment (if associated with enforcement action, then 10 years)	2 years	Destroy under confidential conditions

Aquaculture Licence applications, etc.

Record	Retention Period	Final action
Applications including all attachments (paper + discs etc.)	10 years	Destroy under confidential conditions
Reports on applications received	10 years	Destroy under confidential conditions

Internal Audit

Record	Retention Period	Final action
Hard Copy Checklists	Until scanned	Destroy under confidential
Reports & Correspondence	7 years	Destroy under confidential

General

Record	Retention period	Final action
Sea Fisheries Protection Officer work/desk diaries (if associated with enforcement action, then 10 years)	5 years	Destroy under confidential conditions

Trade Compliance and Internal Audit

Record	Hard Copy	Final action
IUU Files	3 years	Destroy under confidential conditions
Export files including Health Certificate Data	5 years*	Destroy under confidential conditions
Internal Audit Files	5 years	Destroy under confidential conditions

* If associated with enforcement action, then 10 years.

6. Financial Records

Section 886 of the Direct Tax Acts states that the Revenue Commissioners require records to be retained for a minimum period of six years after the completion of the transactions, acts or operations to which they relate.

These requirements apply to manual and electronic records equally. If under investigation or if litigation is likely, files must be held in original form indefinitely, otherwise hold files for the minimum periods set out below. These retention periods are the suggested time periods for which the records should be held based on the organisation's needs, legal and /or fiscal precedence or historical purposes.

Financial Records	Minimum Retention period	Final action
Accounts Payable		
Batches of Invoices and Vouchers	Hold for current year plus 6 years	Destroy under confidential conditions
Value Added Tax (VAT) Records	Hold for current year plus 6 years	Destroy under confidential conditions
Tax Clearance Certificates	Hold until superseded by a more recent Tax Clearance Cert or for current year plus 6 years from last customer interaction	Destroy under confidential conditions
RCT Certificates	Hold for current year plus 6 years	Destroy under confidential conditions
PSWT Certificates	Hold for current year plus 6 years	Destroy under confidential conditions
Accounts Receivable		
Debtors Ledger	Hold for current year plus 6 years	Destroy under confidential conditions
Income Listings	Hold for current year plus 6 years	Destroy under confidential conditions
Income Control Accounts	Hold for current year plus 6years	Destroy under confidential conditions
Receipts Reconciliation	Hold for current year plus 6years	Destroy under confidential conditions
Bank Records		
Paid Cheques	Hold for current year plus 6 years	Destroy under confidential conditions
Bank Reconciliations	Hold for current year plus 6 years	Destroy under confidential conditions
Bank Statements	Hold for current year plus 6 years	Destroy under confidential conditions
Procurement card and credit card records	Hold for current year plus 6 years	Destroy under confidential conditions
Bank Journals	Hold for current year plus 6 years	Destroy under confidential conditions

Fixed Assets	Minimum Retention period	Final action
Lease Agreements	Hold for current year plus 6 years after expiration or 13 years if executed under seal	Destroy under confidential conditions
Assets Register	Retain indefinitely in original form	Archive
Depreciation Schedules	Hold for current year plus 6 years	Destroy under confidential conditions
Insurance Records		
Property Insurance Policies	Retain indefinitely in original form	Archive
Liability Insurance Policies	Retain indefinitely in original form	Archive
Insurance Claim documents	Hold for five years	Destroy under confidential conditions
Incident Report Forms(general)	Hold for ten years	Destroy under confidential conditions
Vehicle Accident Reports See provisions re: accidents/incidents generally in Health and Safety section	Retain indefinitely in original form if they contain personal data, delete personal data after 7 years and retain report only if it has precedent value.	Archive and or Destroy under confidential conditions

Other Records	Minimum retention period	Final action
Financial Statements	Retain indefinitely in original form	Archive
Final Budgetary Reports for any year	Retain indefinitely in original form.	Archive
Inventory	Hold for current year plus 6 years	Destroy under confidential conditions
Audit Reports General	Hold for current year plus 6 years	Destroy under confidential conditions
Audit Reports used in the course of a fraud investigation	Hold for 6 years after legal proceedings have been completed	Destroy under confidential conditions
Monthly Income & Expenditure Reports.	Hold for 6 years	Destroy under confidential conditions
DPER, DAFM & other Relevant Government Circulars and Correspondence	Retain indefinitely in original form	Archive
Internal Financial policies, accounting standards, procedures, etc.	Hold in original form until superseded.	Store indefinitely electronically

Other Records	Minimum Retention period	Final action
Cancelled Cheques	Hold for current year plus 6 years	Destroy under confidential conditions
Travel Claims	Hold for current year plus 6 years	Destroy under confidential conditions
Receipt Books	Hold for current year plus 6 years	Destroy under confidential conditions
Purchase Orders	Hold for current year plus 6 years	Destroy under confidential conditions
Voucher Books	Hold for current year plus 6 years	Destroy under confidential conditions
Delivery Dockets	Hold for current year plus 6 years	Destroy under confidential conditions
Purchase Requisition	Hold for current year plus 6 years	Destroy under confidential conditions
Invitation to Tender	Hold for 6 years after award of contract	Destroy under confidential conditions
Suppliers proposals	Hold for 1 year after award of contract	Destroy under confidential conditions
Tender Report	Hold for 4 years	Destroy under confidential conditions
Contract and Contract Management Files	Hold for 2 years after expiry of contract	Destroy under confidential conditions

Payroll	Retention period	Final action
Taxation records (e.g. P60's etc.)/Revenue returns (e.g. P30 & P35)/reports/ pension records/ calculations, appointment/contract details, pay awards/ increments, pay scales.	Hold indefinitely	Archive
Authorisations to deduct from pay	Hold until 6 years after employee ceases to be paid	Destroy under confidential conditions
Time Sheets, Clock cards	Hold until 6 years after employee ceases to be paid	Destroy under confidential conditions
Personal information Including changes affecting: name (copy of marriage certificate), address, bank account / details, telephone number, etc.	Only current and last details of personal information should be retained and only where necessary. The retention period reflects the current lifespan of the file.	Destroy under confidential conditions
Leave entitlement records (compassionate leave, Study leave, unpaid leave, sick leave, etc.)	Retain for duration of employment plus 6 years.	Destroy under confidential conditions
Correspondence with Service Providers	Hold for current year plus 6 years	Destroy under confidential conditions
Audit Committee Records	Hold Indefinitely	Archive

Service Provider Bank Details	Only current details of bank details should be retained and only where necessary. The retention period reflects the current lifespan of the file.	Destroy under confidential conditions
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Financial Records	Retention period	Final action
Procurement Records		
Procurement Strategy	Hold in original form until superseded	Destroy under confidential conditions
Procurement Procedures	Hold in original form until superseded	Destroy under confidential conditions
Authorization Limits	Hold in original form until superseded	Destroy under confidential conditions
Supplier Evaluation Criteria	Current + 6 years	Destroy under confidential conditions
Process of inviting and evaluating pre-qualification submissions	Current + 6 years	Destroy under confidential conditions
Invitation to Tender and evaluation criteria	Current + 6 years	Destroy under confidential conditions
Issue of Request for Tender	Current + 6 years	Destroy under confidential conditions
Responses to Request to Tender received	Current + 6 years	Destroy under confidential conditions
Evaluation Forms	Current + 6 years	Destroy under confidential conditions
Letters to Unsuccessful Tenderers	Current + 6 years	Destroy under confidential conditions
Letters to Successful Tenderers	Current + 6 years	Destroy under confidential conditions
Clarifications sent and received	Current + 6 years	Destroy under confidential conditions
Award of Contract and Contract Documentation	Current + 6 years	Destroy under confidential conditions
Purchase Order Approval	Current + 6 years	Destroy under confidential conditions
Variations to Contracts, noted Contract negotiations	Current + 6 years	Destroy under confidential conditions
Service Level Agreements, Key Performance Indicators, Agreed Project Deliverables	Hold until superseded during lifetime of Contract to a maximum of 7 years in total.	Destroy under confidential conditions
Supplier Meetings	Current + 6 years	Destroy under confidential conditions
Supplier Performance Review	Current + 6 years	Destroy under confidential conditions

Superannuation Records	Recommended Minimum Retention Period	Final action
Pensioner File	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Retirement Forms	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Birth, Marriage, Cert & Death Certs	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Pension Adjustment Order	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Divorce Certs	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Confirmation of Service	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Payroll Reply	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Calculation Sheets	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Decision	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Letter	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
DCMNR Records on payroll	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions

Letter/Application form requesting refund	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Decision	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Voucher prepared for payment	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Preserved Benefit File	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Calculation	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Preserved Benefit Statement	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Temporary Service Files	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Service History Form	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Requests sent for Verification of service	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Replies of verification	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Bills issued	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Copies of cheques	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions

Superannuation Office	Recommended Minimum Retention Period	Final action
Copies of receipts	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Pension Benefit Statements	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Request for statement	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Service History	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Payroll Reply	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
External Verification	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Request for verification	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Reply issued	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions

Superannuation Records	Recommended Minimum Retention Period	Final action
Overpayment Form	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Last Payslip	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Checklist	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Probate	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Spouse/widows/orphans/children ceasing full time education	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Ill Dependent	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Refund File	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions

7. HR Records

Record	Minimum Retention Period	Final Action
ER case files IR Case Files	7 years from completion of the case (Grievance/Discipline) Indefinitely (Arbitration etc.)	Destroy under confidential conditions
IR/Trade Union negotiation	Indefinitely	Archive
Pay and conditions (exceptions)	Indefinitely	Archive
Agreements/Circulars	Indefinitely	Archive
Personnel Files	Personnel files to be retained for 7 years after the employees term of service has completed. Retain for duration of employment and relevant data forward to Pensions Section on retirement of staff member. Hold for 7 years	Destroy under confidential conditions
Internal/local personnel files – sick leave certs/records and internal issues	Retain for duration of employment and forward relevant data to Pensions Section on retirement of staff member.	Destroy under confidential conditions

Record	Minimum Retention Period	Final Action
Bike to Work Scheme Records	6 years	Destroy under confidential conditions
Incident Report Book	10 years	Destroy under confidential conditions
Pensioner File	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Ill Dependent	7 years after the death of the payee	Destroy under confidential conditions
Refund File	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Preserved Benefit Statement	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Temporary Service Files	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Pension Benefit Statements	7 years after the final payment to or in respect of a pensioner	Destroy under confidential conditions
Training Records Hard Copies and Files	Indefinitely	Archive

Record	Minimum Retention Period	Final Action
Workforce Planning matters	Hold until superseded for 5 years for reference	Destroy under confidential conditions
Expression of Interest Broadcasts, correspondence	3 year	Destroy under confidential conditions
National Recruitment Services Campaigns	7 years or to the expiry date of panel	Destroy under confidential conditions
Copy of interview marks	7 years	Destroy under confidential conditions
Copy of interview notes	7 years	Destroy under confidential conditions
Appointment letters	7 years or to the expiry date of panel	
Panels	7 years	Destroy under confidential conditions
Appeals Database	7 years	Destroy under confidential conditions
Appeals Correspondence	7 years	Destroy under confidential conditions
Contracts	7 years post termination/expiry. Terms of Employment (Information)	Destroy under confidential conditions
TMS Records	Hold until 6 years after employee ceases to be paid	Destroy under confidential conditions
Garda Vetting Disclosures	2 Years (keep number and date)	Destroy under confidential conditions
Garda Vetting Application forms processed	2 Years	Destroy under confidential conditions
Garda Vetting Confirmation Notices	2 Years	Destroy under confidential conditions

Record	Recommended Minimum Retention Period	Final action
Third Party Case Files e.g. Rights Commissioner, Labour Court, Employment Appeals Tribunal, Equality Tribunal	Indefinite	Destroy under confidential conditions
Investigation files (Dignity at Work, Trust in Care, Disciplinary etc.)	7 years from completion of the investigation.	Destroy under confidential conditions

General correspondence	7 years from closing of the file.	Destroy under confidential conditions
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Record	Recommended Minimum Retention Period	Final action
Decisions	10 years from issuing of the Decision (for precedent purposes).	Destroy under confidential conditions
Census Reports	Indefinite for electronic. 3 years for manual/paper based.	Destroy under confidential conditions
Ad Hoc Reports	7 years	Destroy under confidential conditions
Transfer Applications	7 years	Destroy under confidential conditions

Record	Recommended Minimum Retention Period	Final action
Sick Leave Records and internal issues	Sick leave -3 years. (Organisation of Working Time (Records) (Prescribed Forms and Exemptions) Regulations, 2001, S.I. 473/2001.) Other absence records 8 years (Parental Leave Acts 1998 and 2006; Carer's Leave Act 2001) Retain for duration of employment, forward to Pensions on retirement. Hold for 7 years.	Destroy under confidential conditions
Contracts	7 years post termination/expiry. Terms of Employment (Information) Act 1994	Destroy under confidential conditions
Annual Leave Records	7 years. (Parental Leave Acts 1998 and 2006; Carer's Leave Act 2001)	Destroy under confidential conditions
Increment Reports	Retain for duration of employment and 7 years after leaving	Destroy under confidential conditions
Letters	7 years	Destroy under confidential conditions
Requests to return from career break	7 years	Destroy under confidential conditions

Record	Recommended Minimum Retention Period	Final action
Acting / Misc. Allowances	3 years	Destroy under confidential conditions
Probations	3 years	Destroy under confidential conditions
HR Forms	5 Years	Destroy under confidential conditions
Electronic reports such as Census, Absence, Starters & Leavers	Indefinitely	
Resignations	7 years post resignation. Forward to Pensions Section on resignation or retirement of staff member	Destroy under confidential conditions
Transfers	7 years	Destroy under confidential conditions
Individual correspondence to Queries	7 years from close of file.	Destroy under confidential conditions

Occupational Health	Recommended Minimum Retention Period	Final action
Health Screening reports	Indefinitely	Archive

Health and Safety Office	Recommended Minimum Retention Period	Final action
Training Records Hard Copies and Files	Indefinitely	Archive
Personal Details (Start date, Tel Numbers, Home Address, NOK and ICE details) for each individual including ex- colleagues who have left the SFPA	Duration of employment plus 7 years	Destroy under confidential conditions
Training Tenders, Correspondence, Contracts etc.	Comply with procurement guidelines in Finance section	
Accident / Incident Investigation Reports	10 years from date of accident if no claim made in interim.	Destroy under confidential conditions
Incident report forms (in specific with reference to exposure to physical, biological or chemical agents)	Hold indefinitely in original form	Archive
HR/ Health and Safety Investigation Reports	10 years from date of accident if no claim made in interim.	Destroy under confidential conditions
Records of PPCE Issued	Indefinitely	Archive
General H&S Correspondence	5 Years*	Destroy under confidential conditions
SOPs	Indefinitely	Archive
Routine Health and Safety Monitoring Reports e.g. <ul style="list-style-type: none"> a. Risk Assessments (Task and Location specific) b. SFPA Lifejacket maintenance programme c. Pregnancy Risk Assessments d. Display Screen Equipment (DSE) 	Risk assessment records and maintenance records of workplace equipment should be retained indefinitely.	Archive

Health and Safety Monitoring Reports	List of employees engaged in activities which have a risk of exposure to carcinogens and mutagens and detailing exposure levels should be retained for at least forty years following the end of the exposure. This list should be given to the Health and Safety Authority if the risk no longer remains or if the organisation no longer employs such employees. Health surveillance and health and exposure records for employees who may be exposed to hazardous chemical agents should be retained indefinitely. Health registers in respect of employees who are exposed to asbestos should be retained for at least forty years.	Archive
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* 10 years if associated with legal action

APPENDIX 1

SFPA Register of disposal of Records

(In accordance with SFPA Data Retention and Disposal Policy)

NAME OF FILE	LOCATION OF FILE	DATE OF DESTRUCTION	METHOD OF DESTRUCTION	AUTHORISER