

## Records Retention Schedule

[Version 1.6]

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## 1. Introduction

- 1.1 The Records' Retention Schedule forms an integral part of IfE's records management practices. It is designed to provide advice and guidance to staff across the IfE on recommended retention periods for different categories of records. The Schedule helps protect the IfE's interests by ensuring its records are kept for as long as they are needed, to meet operational needs and legal obligations, particularly under the [Freedom of Information Act](#) and [Data Protection Legislation](#), and demonstrate accountability to course participants, and other stakeholders. Retaining records for only as long as they are needed also enables efficient use of space and minimises storage costs.
- 1.2 The Schedule applies to all records, regardless of format and medium. It consequently comprises both paper and electronic records, including emails and audio-visual materials.
- 1.3 All staff are advised to follow the recommendations in this document which have been formulated in the context of existing policies and procedures of the IfE as well as national legislation and regulation.

## 2. Objectives

- 2.1 The records management process adopted by the IfE is intended to ensure the effective, efficient and systematic control of the creation, receipt, maintenance, use, access, distribution, transfer, transmission, storage, security, disposal and destruction of records.
- 2.2. Records management helps to:
  - Ensure that the IfE conducts itself in an efficient and accountable manner;
  - Meet legislative and regulatory requirements;
  - Support and record policy formation and decision-making;
  - Enable the effective performance of activities and delivery of services throughout the IfE;
  - Provide continuity in the event of a disaster;
  - Safeguard the interests of the IfE in the event of litigation or otherwise;
  - Establish and maintain the IfE's cultural identity

### 3. Responsibilities

- 3.1 The IfE has the responsibility to maintain its records and records management systems in accordance with the [General Data Protection Regulation](#) (2018).
- 3.2 Each Department has the overall responsibility for the management of the records generated by its activities. The Department's records management systems, policies and procedures should wherever possible be consistent with the guidance and advice provided by this document.
- 3.3 Individual members of staff should ensure that records for which they are responsible are maintained and disposed of in accordance with any systems, policies and procedures in place within their Department.

### 4. Data Breach

- 4.1 All data breaches of this policy will be reported as an incident to the Office of the Information and Data Protection Commissioner within 72 hours by the IfE's Data Protection Officer.
- 4.2 The notification to the Commissioner will include:
  - A description of the breach,
  - The number of affected data subjects,
  - The categories of data affected,
  - The name and contact of the Data Protection Officer ('DPO'),
  - The likely consequences of the breach and the measures taken by the controller to remedy/ mitigate the breach.
- 4.3 Following a full and proper investigation, any breaches of confidentiality identified will be treated as a disciplinary issue.

### 5. Data Disposal

- 5.1 Records are not retained by the IfE beyond their retention periods, unless valid reasons for their continued retention are provided. The National Archives will be consulted for the retention of records as deemed necessary for archival purposes in the public interest. Disposal of records pursuant to this policy should occur regardless of the medium on which records appear or their location.

5.2 As a general rule, records may be disposed of if:

- They have outlived their retention period, and
- Continued preservation is not required as per a current document hold.

5.3 The IFE’s records are reviewed periodically.

## 6. Complaints

6.1 A person alleging that the IFE has not complied with Data Protection Legislation may either contact the IFE’s Data Protection Officer on [ife.dp@ilearn.edu.mt](mailto:ife.dp@ilearn.edu.mt) or submit a written complaint to the Office of the Information and Data Protection Commissioner via the following form: <https://register.idpc.org.mt/report-breach/complaint/>

## 7. Related Documents

- [Data Protection Act](#)
- [Data Protection Policy](#)
- [Freedom of Information Act](#)
- [Freedom of Information Policy and Procedures](#)
- [General Data Protection Regulation](#) (GDPR, 2018)

## 8. Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	30/11/2020	Initial Release
QA Dept.	1.1	25/10/2022	Updated Annex 1 and 3.
QA Dept & Admin. Dept.	1.2	15/12/2023	Updated article 7, Annex 6.
All Departments	1.3	27/02/2024	Updated all annexes
QA Dept.	1.4	21/03/2024	Updated annex 3, 4 & 6
QA Dept.	1.5	23/04/2024	Updated links
QA Dept.	1.6	16/01/2025	Updated in line with re-branding guidelines

## Annex 1: Quality Assurance Department Retention Schedule

### Quality Assurance

Record	Location	Minimum Retention Period	Reason for Length of Retention Period
<b>Internal Verification of Assignments</b>			
Pool of applicants who applied as Internal Verifiers	QA Department	10 years	Ongoing process within the educational institution life-cycle - Registered file
Course Participants' Assignments	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures
IV comments sheet	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures
Results tracking sheet	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures
<b>Lecture Observation (Online and face-to-face)</b>			
Lecture Observation Report	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Communication with the lecturer	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
<b>QA Feedback Forms</b>			
Lecturers' Feedback forms	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.

Course Participants: Overall Feedback on Stand / Short Courses	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Course Participants: Assessment of Stand Alone Modules / Short Courses	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Course Participants: End of Module (Qualifications)	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Course Participants: End of Module (Assessment)	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Course Participants: Overall Qualification	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Foundation for Educational Services Course - Feedback Form	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Feedback form for Online Session for Parents / Guardians	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Feedback form for Professional Development Sessions for Educators	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Feedback form for Phase Sessions	QA Department	Programme life cycle + five (5) years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
<b>Internal Review Documentation</b>			
Departmental Internal Review Report	QA Department	As per times frame stipulated within the internal action plans proposed within the report.	The specified period will allow for the necessary period of checks, and balances and audit procedures.
Self-Assessment report – audit preparation	QA Department	Five (5) years	As per SL 607.03 Further and Higher Education (Licensing, Accreditation and Quality Assurance) Regulations

Self-Reflective questionnaire	QA Department	As per time frame stipulated within the action plan proposed	The specified period will allow for the necessary period of checks, and balances and audit procedures.
<b>External Review Documentation</b>			
MFHEA EQA audit Report	QA Department	Five years + time frame stipulated with the action plan	The specified period will allow for the necessary period of checks, and balances and audit procedures.
Action plans as per MFHEA audit report	QA Department	Five years + time frame stipulated with the action plan	The specified period will allow for the necessary period of checks, and balances and audit procedures.
EQA audit Follow-up report	QA Department	Five years + time frame stipulated with the action plan	The specified period will allow for the necessary period of checks, and balances and audit procedures.
<b>Quality Assurance Committee</b>			
Agenda, Minutes and other relevant documentation	QA Department	Perpetual	Registered File



## Annex 2: Programmes Department Retention Schedule

Record	Location	Minimum Retention Period	Reason for Length of Retention Period
<b>Programme Development</b>			
MFHEA Application & Updates	Programmes Department	Perpetual	Registered File
<b>Programme Review</b>			
Programme Review Board (PRB) File: PRB Agenda, Minutes, Programme Review Board Report, Programme Review Panel Minutes and other relevant documentation.	Programmes Department	Perpetual	Registered File and Good practice
Documents supporting Programme Review (Course Coordination Feedback/ Course Participant and Lecturer Feedback/Observation Sheets)	Programmes Department	10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.

### Annex 3: Admissions Department Retention Schedule

Record	Location	Minimum Retention Period	Reason for Length of Retention Period
<b>Applications, Admissions and Induction</b>			
Records documenting the handling of enquiries from prospective course participants.	Admissions Department	Enquiries received via email are to be kept on an indefinite basis.	The specified period allows the members of staff to refer to historic correspondence and ensure consistency in responses provided.
Records documenting the handling of applications for admission: unsuccessful applications.	Admissions Department	Admissions applications are to be kept for a maximum of 10 years allowing the admissions department to refer to historic applications as necessary.	The specified periods allow for the necessary period of checks, and balances and audit procedures.
Records documenting the handling of maturity clause applications including interview records.	Admissions Department	<p><b>Successful Applicants:</b> Current Course/ Academic Year + 10 years</p> <p><b>Unsuccessful Applicants:</b> Current Course/ Academic Year + 10 years.</p>	The specified periods allow for the necessary period of checks, and balances and audit.
Records documenting the administration of induction programme and events for new course participants.	Admissions Department	Current Course/ Academic Year + 6 years.	The specified periods allow for the necessary period of checks, and balances and audit procedures.

<b>Course Participant Records collated during the course</b>			
Details of registration and academic performance (dates of study, progression, programme of study, marks, final award etc)	Admissions Department	40 years	Provision of references and confirmation of registration/final award etc.
Full course participant records, including documents relating to application/admission; academic achievements and conduct; transfer, leave of absence, extenuating circumstances, student exchange, withdrawal or termination of studies (including exit interviews).	Admissions Department	10 years for personal and academic references.	Permits the IfE to provide references for a reasonable length of time. Also, limitation period for negligence.
Records documenting the handling of individual course participants' requests for statements of results/transcripts and third party requests for confirmation of course participant status etc.	Admissions Department	Last action on request + 6 years	The period of 6 years allows for the necessary period of checks, and balances and audit procedures.
<b>Course Administration</b>			
Course Participants lists	Course Co-ordination Department	Current Course/Academic Year + 10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.

Photos of Student Representatives	Admissions Department	Life of committee + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Records documenting course participants' attendance, and submission of coursework.	Course Co-ordination Department	Current Course/Academic Year + 10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Documents referring to coursework marks/grades and assessment.	Course Co-ordination Department	Current Course/Academic Year + 10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Records documenting collation and notification of results.	Course Co-ordination Department	Current Course/Academic Year + 10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Pass Lists/Award Lists	Admissions Department	Perpetual	Formal record
Admissions Department Policies and Procedures	Admissions Department	Perpetual	The specified period allows for the necessary period of checks, and balances and audit procedures
<b>Course Participants' Academic Work/Reports</b>			
Undergraduate Course Work (Degrees, Certificates, Diplomas).	N/A	N/A – Course work is handed back to course participant after marking. Samples are retained indefinitely in the registry with the consent of the author for external audit purposes.	(NB. In the event of an appeal, or a request from an examiner, it will be student's responsibility to provide the coursework for consideration.)
Postgraduate Course Work (Degrees, Certificates and Diplomas).	N/A	N/A – Course work is handed back to course participant after marking. Samples are retained indefinitely in the registry with the consent of the author for external audit purposes.	(NB. In the event of an appeal, or a request from an examiner, it will be student's responsibility to provide the coursework for consideration.)

Course Work related to Stand-Alone Modules, Short Courses and other Courses organized by the IfE.	N/A	N/A – Course work is handed back to course participant after marking. Samples are retained indefinitely in the registry with the consent of the author for external audit purposes.	(NB. In the event of an appeal, or a request from an examiner, it will be student’s responsibility to provide the coursework for consideration.)
Uncollected assignments	Course Co-ordination Department	6 months	The specified period allows for the necessary period of checks, and balances and audit procedures.
Examination Papers	Archive Room	Current Course/Academic Year + 2 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
<b>Discipline, Appeals and Complaints</b>			
Records documenting the conduct and board decisions of disciplinary proceedings against individual course participants.	Admissions Department	Last action on case + 6 years.	Limitation period for negligence.
Records documenting the handling and results of academic appeals by individual course participants.	Work Integrated Learning Department	Last action on case + 6 years.	Limitation period for negligence.
Records documenting the handling of formal complaints made by individual course participants.	Admissions Department	Last action on case + 6 years.	Limitation period for negligence.
Records documenting the handling of complaints made by individual course participants where formal	Admissions Department	Last action on case + 3 years.	The specified period allows for the necessary period of checks, and balances and audit procedures.

complaints procedure is not initiated.			
<b>Award Ceremonies</b>			
Records documenting the organization of award ceremonies	Admissions Department	Completion of ceremony + 10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Records documenting the production, collection and mailing of award certificates.	Admissions Department	Completion of ceremony + 10 years	The specified period allows for the necessary period of checks, and balances and audit procedures.

#### Annex 4: Research and Development Department Retention Schedule

Record	Location	Retention period	Exceptions	Reason for length of retention
MJMM project files	Research and Development Department	Retention at least for 5 years after the payment of the balance after the end of the project as per grant agreement.	The retention period is extended in case of ongoing audits, appeals, litigation or pursuit of claims concerning the grant as per grant agreement. In such cases, the documents must be kept until such audits, appeals, litigation or pursuit of claims have been closed.	Retention at least for 5 years after the payment of the balance after the end of the project,
KIDS4ALL project files	Research and Development Department	Retention at least for 5 years after the payment of the balance after the end of the project as per grant agreement.	The retention period is extended in case of ongoing audits, appeals, litigation or pursuit of claims concerning the grant as per grant agreement. In such cases, the documents must be kept until such audits, appeals, litigation or pursuit of claims have been closed.	Retention at least for 5 years after the payment of the balance after the end of the project,

<p>Research Ethics Approval Requests and related supporting documents. Review Feedback Forms. Overview Excel sheet.</p>	<p>Research and Development Department</p>	<p>Programme life cycle + 5 years</p>	<p>The retention period is extended in case of ongoing audits, appeals, litigation or pursuit of claims concerning the circumstances of the course participant. In such cases, the documents must be kept until such audits, appeals, litigation or pursuit of claims have been closed.</p>	<p>Good practice based on programme review</p>
<p>Dissertation Proposals both Preliminary and Final. Review Feedback Forms. Overview Excel sheet. Supervisor declarations of conflict of interest. Supervisor log report sheets. Assessor declarations of conflict of interest. Assessor Individual Assessment Reports. Assessment Board joint report.</p>	<p>Research and Development Department</p>	<p>Programme life cycle + 5 years</p>	<p>The retention period is extended in case of ongoing audits, appeals, litigation or pursuit of claims concerning the circumstances of the course participant. In such cases, the documents must be kept until such audits, appeals, litigation or pursuit of claims have been closed. / Dissertations shall be retained indefinitely as a contribution to the research base.</p>	<p>Good practice based on programme review</p>



<p>Editorial Board - Malta Journal of Education</p>	<p>Research and Development Department</p>	<p>Journal publication + 5 years</p>	<p>The retention period is extended in case of ongoing audits, appeals, litigation or pursuit of claims concerning the circumstances of the course participant. In such cases, the documents must be kept until such audits, appeals, litigation or pursuit of claims have been closed. / Journal issues shall be retained indefinitely as a contribution to the research base.</p>	<p>Good practice based on programme review</p>
<p>Research Theses</p>	<p>Research and Development Department</p>	<p>Maximum of 2 copies retained indefinitely.</p>	<p>N/A</p>	<p>Good practice</p>

## Annex 5: IT Department Retention Schedule

Record	Location	Minimum Retention Period	Reason for length of retention period
<b>Information Management Compliance</b>			
Copyright permissions	IT Department	Academic Year + 6 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Copyright declaration forms			
CLA audits			
Logs of copying and recording carried out under licence			
Compliance with Data Protection Act	IT Department	Academic Year + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Request logs			
Case files			
Correspondence with DPO			
Determining recordkeeping requirements for business activities and departments	IT Department	Academic Year + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Business process maps			
Survey and audit records			
Retention Schedules	IT Department	While active	The specified period allows for the necessary period of checks, and balances and audit procedures.

Authorisation for disposal of records	IT Department	Academic Year + 25 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Vital records schedules	IT Department	While active	The specified period allows for the necessary period of checks, and balances and audit procedures.
Access to records	IT Department	Academic Year + 1 year	The specified period allows for the necessary period of checks, and balances and audit procedures.
Requests and issue records			
Activities supporting the management of the IfE records centre	IT Department	While active + 25 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Correspondence with departments regarding record keeping issues	IT Department	Academic Year + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
<b>Development of IT Systems</b>			
Development, modification and maintenance of core IT systems	IT Department	Decommissioning of system + 5 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Initial development of core IT systems that are not implemented	IT Department	Last action towards development + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Development of new, non-core IT systems (usually held as a project management records)	IT Department	Termination of project + 5 years	The specified period allows for the necessary period of checks, and balances and audit procedures.

Supply contracts, and ensuing variations (Procurement Policy)	IT Department	End of contract + 6 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Supplier performance monitoring	IT Department	End of contract + 6 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
SOPs and QA documentation	IT Department	Perpetual	Good practice
<b>Operation of IT Systems</b>			
Routine monitoring of IT systems and actions taken to rectify problems	IT Department	End of current academic year + 1 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Software licences	IT Department	Until superseded by new licences + 1 year	The specified period allows for the necessary period of checks, and balances and audit procedures.
Online services Subscriptions	IT Department	While Active	The specified period allows for the necessary period of checks, and balances and audit procedures.
Anonymised summaries of log data	IT Department	While necessary for reference and future planning purposes	The specified period allows for the necessary period of checks, and balances and audit procedures.
<b>Information Security</b>			
Records documenting attempted or actual security breaches of IT systems, investigations and actions taken	IT Department	Last action on breach + 6 years	The specified period allows for the necessary period of checks, and balances and audit procedures.

Records of security testing undertaken on systems and applications, and resulting actions	IT Department	Last action + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.
Records documenting extraordinary institutional access to individual user accounts	IT Department	End of access period + 3 years	The specified period allows for the necessary period of checks, and balances and audit procedures.

## Annex 6: Administration Department Retention Schedule

Record	Location	Minimum Retention Period	Reason for length of retention period
Circulars	Administration Department	4 years	The period of 3 years allows for the necessary period of checks, and balances and audit procedures.
Board & Staff Meeting Minutes	Administration Department	6 years	The period of 6 years allows for the necessary period of checks, and balances and audit procedures.
Senior Management Staff Meetings Minutes	Administration Department	6 years	The period of 6 years allows for the necessary period of checks, and balances and audit procedures.
Guarantees (for Items)	Administration Department	Until the guarantee expires	Good practice
Furniture on loan	Administration Department	5 years	The period of 5 years allows for the necessary checks, and balances and audit procedures.
Templates & Forms	Administration Department	Perpetual	Good practice
Observation Reports	Administration Department	3 years	The period of 3 years allows for the necessary period of checks, and balances and audit procedures.
Prospectus Copies	Administration Department	Perpetual	Good practice
Open Day Registration Forms & Feedback Forms	Administration Department	3 years	The period of 3 years allows for the necessary period of checks, and balances and audit procedures.

Parliamentary Questions (PQ's)	Administration Department	5 years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Standard Operating Procedures	Administration Department	Perpetual	Good practice
Health & Safety: Courses attended by IFE Staff	Administration Department	5 years	The period of 5 years allows for the necessary period of checks, and balances and audit procedures.
Health & Safety: IFE Premises	Administration Department	Perpetual	Good practice
Health & Safety: Quotes	Administration Department	10 years	The period of 10 years shall commence following completion of contract and/or project as detailed, including any associated maintenance agreement or warranty periods and allows for the necessary checks and balances and audit procedures to be carried out.
Quotes Settled	Administration Department	10 years	The period of 10 years shall commence following completion of contract and/or project as detailed, including any associated maintenance agreement or warranty periods and allows for the necessary checks and balances and audit procedures to be carried out.
Quotes: Issued but not utilised	Administration Department	3 years	The period of 3 years allows for the necessary period of checks, and balances and audit procedures.
Direct Orders	Administration Department	10 years	The period of 10 years shall commence following completion of contract and/or project as detailed, including any associated maintenance agreement or warranty periods and allows for

			the necessary checks and balances and audit procedures to be carried out.
Marketing Campaigns (Inc Quotes)	Administration Department	10 years	The period of 10 years shall commence following completion of contract and/or project as detailed, including any associated maintenance agreement or warranty periods and allows for the necessary checks and balances and audit procedures to be carried out.
IfE's Photos & Videos	Administration Department	7 years	<p>IfE shall retain photos and videos for a period of seven years from the date of capture, after which they will be systematically reviewed for relevance and potential archival. In the event that photos and videos are preserved for archival or historical purposes, there shall be the option to retain them indefinitely. Any content deemed obsolete or no longer aligned with the IfE's goals will be securely and permanently deleted.</p> <p>Throughout the retention period, access to these assets will be limited to authorised personnel, hence the marketing manager and the senior manager administration, as a measure to protect the privacy and integrity of the captured content. The marketing manager and senior manager administration shall retain the authority to grant access to individuals whom they consider suitable for utilising these images. However, prior to providing access, a clear specification of the intended use and the rationale behind it is required from those seeking access.</p>



			This approach ensures a controlled and purposeful dissemination of visual materials in alignment with our commitment to privacy and content integrity.
External Bookings for the use of IfE Premises	Administration Department	2 years	The period of 2 years allows for the necessary checks, and balances and audit procedures.
IfE Premises Management	Administration Department	Perpetual	Good practice
Fire Alarm, Access Control, Fire Doors Maintenance (Part of Tender)	Administration Department	Perpetual	Good practice

## Annex 7: Finance Department Retention Schedule

Record	Location	Minimum Retention Period	Reason for length of retention period
Cheque payment files	Finance Department	6 years	To allow the necessary period addressing audits by the National Audit Office (NAO)
IfE Petty Cash	Finance Department	6 years	To allow the necessary period addressing audits by the National Audit Office (NAO)
IfE Bank Transfers	Finance Department	6 years	To allow the necessary period addressing audits by the National Audit Office (NAO)
FS3 & FS7	Finance Department	10 years	For Inland Revenue purposes
IfE LPO File (pending LPOs)	Finance Department	3 years	Pending purchase orders, if not used after 2 years, they will be cancelled
IfE Bank Statements	Finance Department	6 years	To allow the necessary period addressing audits by the National Audit Office (NAO).
IfE Bank Accounts (applications for bank accounts and bank facilities)	Finance Department	Perpetual	Indefinite retention, permanent files
Financial Reports	Finance Department	Perpetual	To allow the necessary period addressing audits Indefinite retention, permanent files
IfE Financial and business plans	Finance Department	6 years	To allow the necessary period for addressing queries from the Ministry of Finance budgeting office
IfE Audits	Finance Department	10 years	To allow the necessary period for addressing audits by the National Audit Office (NAO) & NCHFE

PQs	Finance Department	6 years	For reference purposes due to similar PQs
COPE	Finance Department	6 years	To allow the necessary period addressing audits by the National Audit Office (NAO)
Erasmus	Finance Department	5 years after end of project	The project ends on 31/12/2021. As per grant agreement annex 1, five years after the payment of the balance after the end of the project.
Asset Register	Finance Department	Perpetual	Keeping track of the assets at the IfE
Payroll	Finance Department	10 years	For inland Revenue purposes
Financial Statements	Finance Department	perpetual	Indefinite retention, permanent files
Documentation of funding for conferences, seminars and courses for Educators	Finance Department	10 years	The period of 10 years allows for the necessary period of checks, and balances and audit procedures.

## Annex 8: Human Resources Department Retention Schedule

Record	Location	Retention Period	Justification for Retention Period
<b>Recruitment &amp; Career Progression</b>			
Application form for the filling of posts in IfE.	HR Department	In the case of appointed persons Ten (10) years from age of retirement	Provision of references and requests for confirmation of employment.
Application emails and CVs pertaining to internal/external calls, positions including interview score sheets/reports	HR Department	For unsuccessful candidates 6 - 12 months after notifying candidates of the outcome of the recruitment process, unless in the interim, a complaint connected with a particular call for application has been filed.	Good practice
Copy of Contract of Engagement, CV, Police Conduct, Academic Certificates, References, etc.	HR Department	Ten (10) years from age of retirement.	Provision of documents and requests for confirmation of employment.
Application forms for the filling of positions co-financed from EU funds	HR Department	1) In the case of appointed persons: a) Ten (10) years from age of retirement; 2) All others, to be retained for the period stipulated in the regulations governing the relative EU programme/s	Provision of references and requests for confirmation of employment.
Applications for External Training	HR Department	Two (2) years from conclusion of selection process	Provision of references and requests for confirmation of employment.

Declaration on Employment/Appointment	HR Department	Ten (10) years from age of retirement.	Provision of references and requests for confirmation of employment.
Confirmation of Appointments	HR Department	Ten (10) years from age of retirement.	Provision of references and requests for confirmation of employment.
Annual Performance Reports (including PMPs)	HR Department	Ten (10) years	The period of 10 years allows for the necessary period of checks, and balances and audit procedures.
<b>General Employee Records</b>			
Approval to perform private work	HR Department	Ten (10) years from age of retirement;	The period of 10 years allows for the necessary period of checks, and balances and audit procedures.
Direct deposit of salary form	Payroll, Finance	Current	Good practice
Pension Form	HR Department	a) Ten (10) years from age of retirement; b) Ten (10) years from date of termination of employment	The period of 10 years allows for the necessary period of checks, and balances and audit procedures.
Exit of Employment Form	HR Department	Ten (10) years.	The period of 10 years allows for the necessary checks, and balances and audit procedures.
<b>Discipline</b>			
Admonishments	HR Department	Destroyed by supervisor after six months; no record retained	The period allows for the necessary checks, and balances and audit procedures.

Written warnings (P&SD Regulation 19)	HR Department	Attached to the Personal Record Sheet (PRS) and an appropriate note made in pencil on the PRS; after one (1) year, all references to such warning should be deleted	The period allows for the necessary checks, and balances and audit procedures.
Minor Disciplinary Cases Serious Disciplinary Cases	HR Department	<p>a) after conclusion of case: if found guilty, documents retained for ten (10) years from termination of employment and record shown permanently in Personal Record Sheet - if found not guilty, documents retained for two (2) months from conclusion of case and no record kept thereafter</p> <p>b) if case is inconclusive and the employee has terminated employment, documents are retained until the employee concerned reaches retirement age.</p>	The period allows for the necessary checks, and balances and audit procedures.
<b>Absence Management</b>			
Attendance sheets	HR Department	Four (4) years	The period allows for the necessary checks, and balances and audit procedures.
Telework Applications	HR Department	Four (4) years	The period allows for the necessary checks, and balances and audit procedures.
Vacation leave application forms	HR Department	Four (4) years	The period allows for the necessary checks, and balances and audit procedures.
Vacation leave records	HR Department	Four (4) years	The period allows for the necessary checks, and balances and audit procedures.

<b>Telework records</b>			
Telework Attendance sheets	HR Department	Four (4) years	The period allows for the necessary checks, and balances and audit procedures.
<b>Health and Medical records</b>			
Sick leave certificates	HR Department	One (1) year from issue of certificate	The period allows for the necessary checks, and balances and audit procedures.
Health and medical records	HR Department	One (1) year from issue of certificate	The period allows for the necessary checks, and balances and audit procedures.
<b>Contractee documentation retention timeframes</b>			
Applications for Expression of Interest	HR Department	Letter of Application including, Motivation letter, CV, Copy of Certificates. (10) years from date of termination of contract for Service.	Provision of references and requests for confirmation of CfS.
Contract for Service: Signed contracts for Service	HR Department	Ten (10) years from date of expiry of contract.	The period allows for the necessary checks and balances and audit procedures.
Letter of Engagement: Signed LOE.	HR Department	Ten (10) years from date of expiry of contract.	The period allows for the necessary checks and balances and audit procedures.

## Annex 9: Procurement Department Retention Schedule

Record	Location	Retention Period	Justification for Retention Period
Tenders	Procurement Department	10 years	The period of ten years shall commence following completion of contract and / or project as detailed, including any associated maintenance agreement or warranty periods and allows for the necessary checks and balances and audit procedures to be carried out.
Call for Quotations (published through the government's procurement portal)	Procurement Department	10 years	The period of ten years shall commence following completion of contract and / or project as detailed, including any associated maintenance agreement or warranty periods and allows for the necessary checks and balances and audit procedures to be carried out.



## Annex 10: Work-Integrated Learning Department Retention Schedule

Record	Location	Retention Period	Justification for Retention Period
<b>Contributors Forms</b>			
Contributors Forms	Work Integrated Learning Department	Ten (10) years	Ongoing process within the IfE life-cycle
Evaluation Sheets for contributors	Work Integrated Learning Department	Perpetual	Registered File
<b>Micro - Placement Agreements</b>			
Signed Agreements	Work Integrated Learning Department	Current Course + Five (5) years	Ongoing process within the IfE life-cycle
<b>Micro-Placement Visitors Reports</b>			
Visitors' Report	Work Integrated Learning Department	Current Course + Five (5) years	Ongoing process within the IfE life-cycle
<b>Teaching Practice</b>			
Teaching Practice reports	Work Integrated Learning Department	Current Course + Five (5) years	Ongoing process within the IfE life-cycle
<b>Appeals</b>			
Appeals Cases	Work Integrated Learning Department	Perpetual	Registered File