

**SCOIL CHRÓNÁIN NAOFA**  
**Dromakeenan**  
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**Data Retention Periods for Schools**

<b>Pupil Related</b>	<b>Retention Periods</b>
School Register/Roll Books Enrolment Forms Disciplinary notes Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports Child Protection Reports/Records S.29 Appeals	Indefinitely Hold until Pupil is 25 Years Never Destroy Hold until pupil is 25 Years Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy
<b>Interview Records</b>	
Interview Board Marking Scheme Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken
<b>Staff Records</b>	
Contract of Employment Teaching Council Registration Vetting Records  Accident/Injury at work Reports	Retention for duration of employment + 7 years   (6 years to make a claim against the school plus 1 year for proceedings to be served on school)

<b>BoM Records</b>	
BOM Agenda and Minutes	Indefinitely
CC TV Recordings	28 days normally. In the event of criminal investigation – as long as is necessary
Payroll & Taxation	Revenue require a 6-year period after the end of the tax year
Invoices/receipts	Retain for 7 Years
Audited Accounts	Indefinitely
<p><b>Why, in certain circumstances, does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age?</b></p> <p>The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.</p>	