

Dictionary of Irish Biography

Records Retention Schedule (draft)

The Dictionary of Irish Biography is Ireland's national biographical dictionary. The Dictionary outlines the lives at home and overseas of prominent men and women born in Ireland, north and south, and the noteworthy Irish careers of those born outside Ireland. Biographies range in length from 100 words to 15,000. The chronological scope of the Dictionary extends from the earliest times to the twenty-first century. The living are not included. The online edition is updated twice yearly. Revisions and corrections are undertaken biannually.

The Dictionary retains little data on living persons: the main categories of documents relating to living persons are correspondence (with contributors) and progress reports. Hardcopy documents are securely held and electronic documents and the database are password-protected with access to designated staff only.

Type of material	Contents	Reason for retention	Length of time to retain	Final action
Minute books, minutes and agendas (hardcopy and electronic)	Records of the meetings and key decisions of the DIB Editorial Committee and Advisory Board.	Informational/Institutional memory – to keep a historic record of the work of the DIB.	Indefinitely	Added to Academy Archives in RIA Library / To be kept in archive folder on I Drive
Managing Editor's Reports (hardcopy and electronic)		Informational/Institutional memory – to keep a historic record of the work of the DIB.	Indefinitely	Added to Academy Archives in RIA Library / To be kept in archive folder on I Drive
Documents and correspondence of major importance regarding the DIB project and its administration (hardcopy and electronic)	Documents and correspondence describing: <ul style="list-style-type: none"> • Major actions and decisions • Changes in administration, governance, funding or structure & focus of project • Details of how the project functions 	Informational/Institutional memory – to keep a historic record of the work of the DIB.	Indefinitely	Added to Academy Archives in RIA Library / To be kept in archive folder on I Drive

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<p>Documents and correspondence (hardcopy and electronic)</p>	<p>Documents and correspondence pertaining to the work and actions of the DIB. This includes contributors' agreements. Historically these were in hardcopy (stored in locked cabinets with correspondence). Current agreements are electronic and saved with email correspondence.</p>		<p>After 3 years majority to be disposed of.</p> <p>Correspondence of major importance retained indefinitely.</p>	<p>Items of major importance added to Academy Archives in RIA Library / To be kept in archive folder on I Drive</p> <p>Remainder to be disposed of securely by shredding or secure deletion in the case of electronic records.</p>
<p>Database (Filemaker Pro) containing basic biographical details about 70,000 figures and records of articles assigned and completed (electronic)</p>	<p>Many of these figures are deceased, some still living. The database contains information on figures not published in the online or hardcopy <i>DIB</i> (e.g. there may not be sufficient information to warrant a full record). All information collected is held in the public domain.</p> <p>Contains references to the sources listed under Sources below.</p>	<p>The database is a research tool and may be published in time. It is the most complete version of the <i>DIB's</i> output. Records are updated regularly.</p>	<p>Indefinitely.</p>	<p>Retained in a file format that may be preserved.</p>
<p>Sources and records on deceased persons included in the DIB or scheduled for consideration for inclusion (electronic)</p>	<ul style="list-style-type: none"> • Newspaper and journal articles • Obituaries • Working drafts of articles • Notes and information sent by external contributors 			