

RIA Accounts Department Retention Schedule

PRTL – Documents to be held for 15 years from date of project commencement

For 2000-2006, documentation should be retained until 31 December 2015

For 2007-2013, documentation should be retained until 31 December 2022

ERDF Structural Funds – documents to be retained for 25 years from commencement date

Data are collected by the Accounts Dept. primarily for the administration of income and expenditure, for the administration of staff salaries and all other financial transactions relating to the Academy’s work.

The protocol used by the Academy’s Accounts Department in relation to data retention follows strict statutory and legal requirements. The overarching purpose and length of time for holding data/information is governed by the legal powers of the state e.g.: Revenue and the Comptroller and Auditor General. In other instances, data and information are required in the interest of the citizens of the state e.g.: Freedom of Information (FOI) requests, Data Protection Subject Access Requests (limited to the subject’s own data), Commissions of Inquiry or the Central Statistics Office (CSO). Data are not retained unnecessarily or for any other purposes than that prescribed and the archiving/minimisation/destruction of personal data are carried out lawfully and as appropriate.

Access to specific records is allocated to designated staff. Protocols are in place to guarantee the security and confidentiality of accounts data.

Type of material	Purpose for data collection	Length of time to retain	Final action
Minute books and minutes of the Audit and Finance Committees (hardcopy and electronic)	Record key decisions taken at Audit and Finance committees meetings.	Hardcopy retained indefinitely. Electronic format securely	When minute book is complete, added to Academy Archives in RIA Library.

		destroyed after 2 years.	
Agreements/contracts (legal, rental, lease, use, occupancy, facilities), procurement records/tenders and quotations held by Accounts Dept. (hardcopy and electronic)	All legally binding contracts undertaken on behalf of the Academy. For EU/Procurement requirements.	Indefinitely	Archive permanently in its original form (electronic or paper)
Registers of insurance & insurance files held by Accounts Dept. (hardcopy and electronic)	Record for legal purposes.	Indefinitely	Archive permanently in its original form (electronic or paper)
Annual (or final) financial statements including final audit reports (hardcopy and electronic)	For Statutory and Revenue reporting needs.	Indefinitely	Archive permanently in its original form (electronic or paper)
Final submitted budget reports to HEA	For DPER and DES reporting needs.	Indefinitely	Archive permanently in its original form (electronic or paper)
Finance asset register and asset policies	For Statutory and Fiduciary reporting needs. Ensure Academy assets are safe guarded.	Indefinitely	Archive permanently in its original form (electronic or paper) for record and reference purposes
Internal financial policies and procedures	Comply with the Statement of Internal Controls and the new Code of Practise for state bodies.	Indefinitely	Archive permanently in its original form (electronic or paper) for record and reference purposes
Payroll records including payslips, pay-sheets, authorisation to deduct tax, staff details, appointment details, salary scales	For Statutory and Revenue reporting needs.	Indefinitely	Archive permanently in its original form (electronic or paper) for future pension or other staff requirements.

Pension records	For Statutory and Revenue reporting needs.	Indefinitely	Archive permanently in its original form (electronic or paper) for future pension or other staff requirements.
Realex/Global payments	Payment data (elaborate a little on what we see) only collected for Statutory and Accounting reporting needs. Credit card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction, during which the information is encrypted and securely held. Global Payments do not transfer or share any data relating to the Academy with any third party.	Current year + 6	Securely destroy after retention period.
Donation/bequest/sponsorship records	Maintain for Historical/Executor reporting.	Indefinitely	Archive permanently in its original form (electronic or paper)
FÁS records	Maintain for pension/payroll purposes.	Indefinitely	Archive permanently in its original form (electronic or paper)
Batches of invoices & vouchers	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
VAT records	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
SEPA forms	Collected for the purpose of setting up accounts on our secure accounting system for the eventual purpose of making payments to suppliers. Data are transferred from the forms to the accounts system.	Forms retained for 6 months only. Electronic data retained for the duration of the	Forms destroyed securely on expiry of retention period. Electronic data retained for the duration of the account and in compliance with accounting norms.

		account with supplier or until superseded.	
Tax clearance certificates	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Debtors ledgers	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Payroll reports/income listings	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Income control accounts	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Receipts reconciliation	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Bank reconciliation	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Bank statements	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Bank correspondence	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Projections and statistical analysis	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Research programme financial records	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion

Invoices raised by the Academy	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
P60s/P45s/P30s	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Weekly/monthly salary reports	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Deductions	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Access reports (month end)	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
VHI records	Revenue audit/reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Union records	No union records held by Accounts. Deductions made monthly on instruction as appropriate.		
HEA Grant-in-aid	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
C&AG files	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Investment records – including type of investment, maturity date and performance (unit holder reports, summary reports)	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion

Petty cash records, including receipts	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Completed agreements/contracts (rental, lease, use, occupancy, facilities) held by Accounts Dept. (hardcopy and electronic)	All legally binding contracts undertaken on behalf of the Academy. For EU/Procurement requirements.	Current year + 6	Destroy by confidential shredding or secure deletion
Purchase order books	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Paid and cancelled cheques	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Claim forms (travel, expenses etc)	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Receipt books	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Voucher books	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Stores requisition books	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Clock cards/time sheets	For Statutory and Accounting reporting needs.	Current year + 6	Destroy by confidential shredding or secure deletion
Salary Records Hardcopy files (HR Dept.); softcopy (Accounts Dept.) for payroll instruction purposes.	Records generated by the Accounts Dept. HR Dept. releases data re changes e.g. hours worked, sick leave, other leave etc. to the Head of Accounts on a monthly basis, as appropriate, for the purposes of administering	Retained for as long as employee is engaged by the Academy and thereafter for eventual pension	Retained indefinitely. Or, retained for 6 years post death of employee (in the event that there is no pension beneficiary) or for 6 years post the death of the beneficiary, whichever is applicable. Passworded and securely held. Salary data held on HR files

	salaries. Records are retained primarily for Revenue audit and accounting purposes.	computation purposes.	(hard copy) and soft copy (for payroll instruction purposes). Access: Accounts Dept. may access these documents at the request of the CEO or the HR Dept. or the data subject. In the event of a Data Protection request, the Data Protection Officer may be delegated to search the relevant records confidentially. These records must also be made accessible to auditors or revenue on request.
Payroll records	Salaries and pensions data are prepared monthly and input to Sage Micropay Professional 2017, version 19. Backups are made at the end of each month (one for salaries, one for pensions). Data required for payment, audit, revenue and pension purposes.	Retained indefinitely. These are necessary to enable pension and other payments.	Securely held. Access: Head of Accounts or their nominee. Limited access is given to the CEO for payroll authorisation purposes. Access to information held is accorded to the Head of HR upon request, for specific legitimate purposes. or the data subject (employee), upon request. These records must also be made accessible to auditors or revenue officials upon request. Data are also shared with Mercer Pension Administrator. Data transferred to Mercer issue via secure file transfer and incoming reports are password-protected.
Superannuation/pension/retirement records	Collected for administration and audit purposes. These are retained for the specific purposes of ensuring that employees obtain the correct benefits upon retirement.	Retained indefinitely.	Access: Securely held. Head of Accounts or their nominee, or the CEO or the Head of HR may access these documents, or the data subject (employee), upon request. These records must also be made accessible to auditors.

