



Royal Irish Academy Library

Records Retention Schedule

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Introduction

The Academy Library was founded in 1785 as a members' library. Collections were mainly acquired by donation, subscription or bequest and the Library gradually became a repository of collections of manuscripts, books and papers of national importance and international repute. Today the Library continues to collect material relating to Ireland, its history and culture, in a range of formats: monographs are purchased or donated, papers are generally donated or bequeathed and manuscripts are occasionally purchased. The Library serves the Academy membership as well as Academy staff, and scholars and students from all parts of Ireland and abroad. Services are delivered in the Reading Room and virtually, by email, phone or correspondence.

We collect a small amount of personal data from our users e.g. when they register with the Library as readers; when individuals sign up to our Library Events mailing list; when people donate funds towards Library activities; or, when orders are placed for reprographic services, permissions sought etc. We also collect some data relating to those who present lectures on behalf of the Library, as well as recording consents. Finally, we collect photographs of individuals connected with the Academy or of attendees at Library events. Photographic consents are sought and retained. We also collect data relating to contractors, e.g. conservators, occasional digitisers, suppliers and others who deliver services to us. Personal data are collected primarily so that we can meet our contractual obligations e.g. to produce and deliver images; to provide information based on our holdings to enquirer; to pay for services rendered. Occasionally, we commission reports e.g. conservation or condition reports or we participate in projects in order to enhance the value of our collections by making them more accessible or by investigating their composition or their compilation or provenance. All of these activities generate data and ancillary documentation, some of which will include personal data.

The Library does not retain: CV (relating to recruitment processes; unsolicited CVs); references; contracts — all such data are securely deleted, as appropriate, or routed to the HR Department.

We curate the Academy's muniments and records generated by the Library itself in the course of its business. Academy records and their retention periods are separately listed.

The following grid is an indicator of some of the most frequently generated Library data.

Guide

Colour	Meaning
	<i>These records will be retained indefinitely.</i>
	<i>These records will be weeded/have their data minimised and then either retained or disposed of after a specified period of time.</i>
	<i>These records will be disposed of in their entirety after a specified period of time.</i>

1. ALCID (Academic Libraries Co-operating in Ireland)

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Application forms (hardcopy)	Personal details of MRIA and Academy staff members who have applied for ALCID cards.	1 year.	Audit and operational purposes	To be disposed of by secure shredding.
MRIA names and contact details (held electronically on Reader's Ticket database)	Personal details of MRIA who have applied for ALCID cards.	Upon decease.	Audit and operational purposes	To be disposed of by deletion.
Academy staff names and contact details (held electronically on Reader's Ticket database)	Personal details of Academy staff members who have applied for ALCID cards.	Within the academic year post the departure of a staff member.	Audit and operational purposes	To be disposed of by deletion.

2. Conservation Reports

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Conservation reports (hardcopy)	Detailed analysis of item (composition, format, compilers, media, binding etc) Description of the conservation process and materials used in conservation and rebinding of the item/housing. Conservator's name and address. Other personal data minimised.	Indefinitely.	Historical and provenance purposes.	Added to Academy Archives.

3. Donations and Bequests of books, collections, archives or artefacts

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Donation agreement (hardcopy)	Information on and terms of the donation or bequest. Personal details of the donor.	Indefinitely.	Legal and audit purposes and Historical & provenance purposes.	Added to Academy Archives.
General correspondence (hardcopy and electronic)	Information on the donation or bequest and on the donor.	Correspondence containing significant information and decisions	Legal and audit purposes and Historical & provenance purposes.	Items of major importance to be added to Academy Archives.

		<p>are retained on file indefinitely.</p> <p>Other correspondence is disposed of on completion of agreement and receipt and acknowledgement of donation.</p>		<p>Other correspondence to be disposed of by secure shredding or to be disposed of by deletion.</p>
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4. Enquiries

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Correspondence by e-mail	Details of the enquiry and the enquirer.	Correspondence is disposed of on satisfactory completion of the enquiry.	Operational purposes.	Correspondence to be disposed of by deletion.
Correspondence by letter	Details of the enquiry and the enquirer.	2 years	Audit/operational purposes.	Correspondence to be disposed of by secure shredding.
Details of enquiries answered (held electronically on a spreadsheet)	Details of the enquiry, enquirer's name, source of enquiry, type and subject of enquiry, date received, date answered and staff member dealing with enquiry.	2 years	Audit/operational purposes.	Data to be deleted from spreadsheet.
Responses to complex enquiries or those deemed to have informational value	Personal data removed – only information regarding item/topic remaining.	On satisfactory completion of the enquiry.	Informational purposes.	Filed in Enquiries folder on Library Drive for relevant year.

5. Exhibitions – held on-site at Academy House

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Promotional material (Flyers, postcards, leaflets, posters etc) (hardcopy)	Details of the exhibition and its contents.	Indefinitely.	Historical purposes.	Added to Academy Archives.
General correspondence (hardcopy and electronic)	Information on Academy exhibitions. Personal details of any lenders of items to the exhibition.	Correspondence containing significant information and decisions are retained on file indefinitely. Other correspondence is disposed of on takedown of the exhibition.	Operational purposes and Historical purposes.	Items of major importance to be added to Academy Archives. Other correspondence to be disposed of by secure shredding or to be disposed of by deletion.
Personal details of lenders of items to exhibitions (recorded on correspondence and, unless anonymity requested, on exhibition captions and in Academy <i>Annual Review</i>)	Captions & Academy <i>Annual Review</i> – name only. Correspondence – name and contact details	Data in correspondence is minimised, then held indefinitely.	Operational purposes and Historical purposes.	Captions held indefinitely in Academy Archives.
Loan agreements and ancillary documentation (hardcopy and electronic)	Information on and terms of the loan. Details of the lender.	2 years post-exhibition.	Audit purposes	To be disposed of by secure shredding or to be disposed of by deletion.
Receipts (hardcopy and electronic)	Confirming receipt of items loaned for exhibition.	2 years post-exhibition.	Audit purposes	To be disposed of by secure shredding or to be disposed of by deletion.

Condition reports (hardcopy and electronic)	Describing condition of items loaned for exhibition.	2 years post-exhibition.	Audit purposes	To be disposed of by secure shredding or to be disposed of by deletion.
Contact details of guests to be invited to exhibition launches (held electronically on a spreadsheet)	Contact details of persons to be invited to relevant exhibition launches.	Held temporarily for launch organisation purposes.	Operational purposes.	To be disposed of by deletion post launch.

6. Exhibitions – Loans of Academy panel exhibitions

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Details of Academy travelling panel exhibitions (held electronically on a spreadsheet)	Tracking the release of Academy travelling panel exhibitions and their return – includes details of borrowing institution and contact details of responsible person.	On completion of the loan, personal data are minimised and details of transaction are retained.	Operational purposes and Historical purposes.	To be added to Academy Archives.
General correspondence (hardcopy and electronic)	Information on the loan.	2 years after completion of loan.	Operational and audit purposes.	To be disposed of by secure shredding or to be disposed of by deletion.
Loan agreements and ancillary documentation (hardcopy and electronic)	Information on and terms of the loan. Details of the borrower/lender.	2 years after completion of loan.	Operational and audit purposes.	To be disposed of by secure shredding or to be disposed of by deletion.
Receipts (hardcopy and electronic)	Confirming receipt of loan items	2 years after completion of loan.	Operational and audit purposes.	To be disposed of by secure shredding or to be disposed of by deletion.

7. Exhibitions – Borrowing of panel exhibitions from external bodies

Type of material	Contents	Length of time to retain	Reason for retention	Final action
General correspondence (hardcopy and electronic)	Information on the loan.	2 years after completion of loan.	Operational and audit purposes	To be disposed of by secure shredding or to be disposed of by deletion.
Loan agreements and ancillary documentation, where present (hardcopy and electronic)	Information on and terms of the loan. Details of the borrower/lender.	2 years after completion of loan.	Operational and audit purposes	To be disposed of by secure shredding or to be disposed of by deletion.

8. Exhibitions – Loans to external exhibitions

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Loan agreements and ancillary documentation	Information on and terms of the loan. Details of the borrower/lender.	Indefinitely.	Legal and audit purposes and Historical & research purposes.	Added to Academy Archives.
Condition reports	Describing condition of loan items	Indefinitely.	Legal and audit purposes and Historical & research purposes.	Added to Academy Archives.

<p>General correspondence (hardcopy and electronic)</p>	<p>Information on and terms of loans from Academy to external exhibitions. Details of the borrower.</p>	<p>Correspondence containing significant information and decisions are retained on file indefinitely.</p> <p>Other correspondence is disposed of on takedown of the exhibition.</p>	<p>Operational purposes and Historical & provenance purposes.</p>	<p>Items of major importance to be added to Academy Archives.</p> <p>General correspondence to be disposed of by secure shredding or to be disposed of by deletion.</p>
<p>Receipts</p>	<p>Confirming receipt of loan items</p>	<p>2 years post-exhibition.</p>	<p>Legal and audit purposes and Historical & research purposes.</p>	<p>Added to Academy Archives.</p>
<p>Facilities reports, export licenses, disaster response plans and proofs of insurance of the borrowing body.</p>	<p>Details of the borrowing institution and their internal policies and security arrangements.</p>	<p>Upon successful return of the loan to the Academy.</p>	<p>Operational purposes</p>	<p>To be disposed of by secure shredding or to be disposed of by deletion.</p>

9. Inter-library loan requests & associated copyright declarations

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Inter-library loan and copyright declaration forms (hardcopy)	Personal details of MRIA and Academy staff who have applied for an inter-library loan.	3 years	Audit and security purposes	To be disposed of by secure shredding.
Details of borrower, loan item and lending library (held electronically on a database)		Borrower's name and personal data deleted upon return of the loan. Other loan data deleted after 3 years. Accounts data retained for 7 years.	Audit purposes	To be disposed of by deletion.

10. Library Committee

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Minute books, minutes, agendas and ancillary documents (hardcopy and electronic)	Records of the meetings and strategic decisions of the Library Committee.	Indefinitely	Informational/Institutional memory – to keep a historic record of the work and activities of the Library.	Added to Academy Archives.

11. Library Mailing List

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Names and contact details (held electronically on Academy's Contacts database)		Retained as long as individuals continue to opt-in to the list.	Audit / operational purposes	To be disposed of by deletion if requested or upon failure to renew after 3 years.
Registration forms (hardcopy)	Personal details of individuals who have signed up to the Library mailing list.	3 years after which individuals circulated re renewal of list membership.	Audit / operational purposes	To be disposed of by secure shredding.

12. Loans

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Loan forms (hardcopy)	Personal details of individuals who have applied to borrow items from the Library.	Until item is returned to the Library.	Audit and security purposes	To be disposed of by secure shredding.
Name and loan date (held electronically on a database)		Borrower's name deleted when item is returned to the Library.	Audit purposes	To be disposed of by deletion.

13. Reader Registration and Reader's Tickets

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Personal details of individuals who have applied for Reader's tickets (held electronically on Reader's ticket database)	Non-MRIA or staff members personal details.	5 years from last ticket renewal or upon decease.	Operational and security purposes. Database purposes.	Database record to be disposed of by deletion. Name and ticket number to be printed and held indefinitely.
MRIA names and contact details (where held electronically on Reader's Ticket database)	Personal details of MRIA who hold Reader's tickets.	Upon decease.	Operational and security purposes. Database purposes.	Database record to be disposed of by deletion. Name and ticket number to be printed and held indefinitely.
Academy staff names and contact details (held electronically on Reader's Ticket database)	Personal details of Academy staff members who have applied for Reader's tickets.	Within the academic year post the departure of a staff member.	Operational and security purposes. Database purposes.	Database record to be disposed of by deletion. Name and ticket number to be printed and held indefinitely.
Registration forms (hardcopy)	Personal details of individuals who have applied for Reader's tickets.	3 years	Audit and security purposes	To be disposed of by secure shredding.

14. *Readers' Sign-in Register*

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Completed registers (hardcopy)	Signatures of Readers who have used the Library. Name only requested.	Indefinitely	Institutional history/Archival research/exhibition purposes (after 50 years)	Added to Academy Archives in RIA Library
Number of readers (held electronically on a spreadsheet)	Number of readers by category only.	Indefinitely.	Statistical purposes	Added to Academy Archives in RIA Library

15. *Reprography services – Digital Images/Microfilms*

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Names and contact details, details on item/s requested (held electronically on a spreadsheet)		<p>For items under RIA copyright - after 3 years addresses, e-mail addresses and phone numbers are deleted from spreadsheet.</p> <p>Minimised data kept indefinitely.</p> <p>For items under non-RIA copyright - after 7 years</p>	<p>Audit / operational purposes.</p> <p>Record purposes and generation of statistics.</p>	Once data has been minimised, added to Academy Archives.

		addresses, e-mail addresses and phone numbers are deleted from spreadsheet. Minimised data kept indefinitely.		
Reprography order forms (including copyright statement) (hardcopy)	Personal details of individuals who have requested reprography services.	For items under RIA copyright - after 3 years For items under non-RIA copyright - after 7 years	Audit / operational / statutory purposes	To be disposed of by secure shredding.
Invoices (hardcopy or electronic)	Personal details of individuals who have requested reprography services.	7 years	Operational purposes	To be disposed of by secure shredding or to be disposed of by deletion.

16. *Reprography services – Permission to Photograph*

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Permission to photograph forms (including copyright statement) (hardcopy)	Personal details of individuals who have requested permission to photograph items held by the Library.	7 years	Audit / operational / statutory purposes	To be disposed of by secure shredding.
Names and contact details, details on item/s requested (held electronically on a spreadsheet)		Data deleted from spreadsheet after 3 years.	Audit / operational purposes	To be disposed of by deletion.

17. Reprography services – Permission to Reproduce

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Names and contact details, details on item/s for which permission was given to reproduce (held electronically on a spreadsheet)		After 5 years addresses, e-mail addresses and phone numbers are deleted from spreadsheet. Minimised data kept indefinitely.	Audit / operational purposes. Record purposes and generation of statistics.	Once data has been minimised, added to Academy Archives.
Reprography order forms <u>or</u> requests for permission to reproduce by e-mail and letter (hardcopy or electronic)	Details of individuals/publishers/companies etc who have requested permission to reproduce Academy images, recordings etc.	5 years	Audit / operational purposes	To be disposed of by secure shredding <u>or</u> to be disposed of by deletion.
Invoices (hardcopy or electronic)	Personal details of individuals who have requested permission to reproduce Academy holdings.	7 years	Operational purposes.	To be disposed of by secure shredding <u>or</u> to be disposed of by deletion.

18. Reprography services – Photocopies & Scans

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Reprography order forms (hardcopy)	Personal details of individuals who have requested reprography services.	7 years after payment	Audit / operational purposes	To be disposed of by secure shredding.
Invoices (hardcopy or electronic)	Personal details and payment information of individuals who have requested reprography services.	7 years	Audit/operational purposes.	To be disposed of by secure shredding or to be disposed of by deletion.

19. Staff Leave Sheets

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Leave sheets held by Librarian (hardcopy)	Details of staff member and leave agreed during calendar year.	Current year.	Audit / operational purposes	Sheets remitted to HR at year-end.
Spreadsheet held by Librarian (electronic)	Details of staff and leave taken during calendar year.	Current year.	Audit / operational purposes	Spreadsheet remitted to HR at year-end.